



FLETC Headquarters Building
Glynco, Georgia

Federal Law Enforcement Training Center

Catalog of Training Programs

2007



Homeland
Security

PREFACE

The primary mission of the Federal Law Enforcement Training Center (FLETC) is to provide the highest quality, state-of-the-art law enforcement training to meet the needs of its Partner Organizations. The FLETC also provides high quality advanced and specialized training to state, local, tribal, campus, and international law enforcement agencies, on a space available basis. The staff is proud of its creation and fostering of a world-class partnership with over 80 different Federal law enforcement agencies to produce basic and advanced law enforcement training.

This Catalog of Training Programs provides specific information concerning the many basic and advanced training programs available at the FLETC. A separate Schedule of Training Programs, which contains cost information, is published quarterly as a supplement. I hope this Catalog will be used to identify programs that will enhance individual law enforcement careers and serve to further the professionalism of law enforcement in the Federal Government. The contacts identified throughout the Catalog will be pleased to discuss the training program curricula and assist with any questions regarding FLETC and agency enrollment policies and procedures.

Many of our Partner Organizations also conduct specific, advanced programs for their own employees. For that purpose, more than 20 Partner Organizations have permanent training offices at Glynco, Georgia; Artesia, New Mexico; and Cheltenham, Maryland. Collectively, these organizations conduct almost 300 unique programs. The large number of these programs precludes publishing all of them in this Catalog; however, for information concerning this training, I refer you to the list of Partner Organizations and telephone numbers listed at the beginning of the Catalog.

This Catalog is available only on CD or via our web site, www.fletc.gov. We are happy to provide you with CDs of this catalog for use and distribution throughout the law enforcement community.

The staff of the FLETC strives to meet the needs of its Partner Organizations and constantly seeks ways to improve the quality of communications with its client agencies. This Catalog should be used to assist training officials in obtaining current information about the FLETC and its programs. It is updated and published on a continuing basis. If you have any suggestions for improvements to the Catalog, please write the Training Management Division at:

Program Manager
Federal Law Enforcement Training Center
Training Management Division
Townhouse 382
Glynco, GA 31524

If you have any questions concerning a specific program, please call the appropriate Program Manager listed under the Division offering the training program.

Thank you for your interest and support of the FLETC.



Connie L. Patrick
Director
March 2006

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Revised: December 2006

ALPHABETICAL LISTING OF DIVISION/ACADEMY ACRONYMS

| | | | |
|------------|---|-------------|---|
| ATR | Artesia Training Division | IPA | Indian Police Academy |
| BSD | Behavioral Science Division | ITT | International Training & Technical Assistance |
| DMD | Driver Marine Division | LELI | Law Enforcement Leadership Institute |
| CFI | Computer and Financial Investigations Division | LGD | Legal Division |
| CHS | Office of Charleston Operations | OAO | Office of Artesia Operations |
| CTD | Counterterrorism Division | OCH | Office of Cheltenham Operations |
| EOD | Enforcement Operations Division | OSL | Office of State & Local |
| FAD | Firearms Division | PTD | Physical Techniques Division |
| FIT | Forensics and Investigative Technologies Division | TMD | Training Management Division |

ALPHABETICAL LISTING of COURSE ACRONYMS

| Acronym | Course | Division/Academy |
|----------------|--|-------------------------|
| ADITP | Advanced Driver Instructor Training Program | DMD |
| ALEPTP | Advanced Law Enforcement Photography Training Program | FIT |
| APPSTP | Abbreviated Probation and Pretrial Services Training Program | TMD |
| ARPTP | Archeological Resources Protection Training Program | FIT |
| ATITP | Arrest Techniques Instructor Training Program | PTD |
| AVSTP | Advanced Vehicle Stops Training Program | DMD |
| BCOTP | Basic Corrections Officer Training Program | IPA |
| BJCOTP | Basic Juvenile Corrections Officer Training Program | IPA |
| BLESTP | Basic Law Enforcement Supervisors Training Program | FMI |
| BOP-B | Bureau of Prisons Basic Training Program | TMD |
| BOT | Bureau of Prisons Bus Operations Training..... | TMD |
| BPOTP | Basic Police Officer Training Program I..... | IPA |
| BTOTP | Basic Telecommunications Officer Training Program | IPA |
| CCITP | Cyber Counterterrorism Investigations Training Program..... | CFI |
| CESP | Covert Electronic Surveillance Program..... | FIT |
| CETP | Covert Electronic Tracking Program | FIT |
| CIAETP | Criminal Investigations in an Automated Environment Training Program | CFI |
| CIPTP | Critical Infrastructure Protection Training Program | CTD |
| CIRTP | Critical Incident Response Training Program | CTD |
| CITP | Criminal Investigator Training Program | TMD |
| CLETP | Continuing Legal Education Training Program | LGD |
| CMTP | Crisis Management Training Program | CTD |
| CNITP | Computer Network Investigations Training Program | CFI |
| COPTP | Case Organization Training Program | CFI |
| DITP | Driver Instructor Training Program | DMD |
| DLITP | Distance Learning Instructor Training Program | BSD |
| DTITP | Defensive Tactics Instructor Training Program | PTD |
| FFITP | Fraud and Financial Investigations Training Program | CFI |
| FFTTP | Financial Forensics Techniques Training Program | CFI |
| FIMWTP | Firearms Instructor Multiple Weapons Firearms Training Program | FAD |

| Acronym | Course | Division/Academy |
|-----------------|--|-------------------------|
| FIRTP | Firearms Instructor Refresher Training Program | FAD |
| FITP | Firearms Instructor Training Program | FAD |
| FTEP | Field Training Evaluation Program..... | EOD |
| FFFTP | Fundamentals of Financial Fraud Training Program | CFI |
| HCFITP | Health Care Fraud Investigations Training Program | CFI |
| IATP | Intelligence Analyst Training Program | CFI |
| IPCP IP | Camera Program | FIT |
| IBMLTP | International Banking and Money Laundering Training Program | CFI |
| IBMLTP-I | International Banking and Money Laundering Training Program Int'l | CFI |
| IBOT | Inland Boat Operators Training Program..... | DMD |
| ICE_D | Immigration and Customs Enforcement Detention and Removal Operations Integrated | TMD |
| ICITP | Introduction to Criminal Investigations Training Program | EOD |
| ITNTA | Instructor Techniques for Non-Lethal Training Ammunition | FAD |
| IWITP | Intermediate Weapons Instructor Training Program | PTD |
| LEAITP | Law Enforcement Adjunct Instructor Training Program | TMD |
| LEAINTP | Law Enforcement Advanced Interviewing Training Program | BSD |
| LECTITP | Law Enforcement Control Tactics Instructor Training Program | PTD |
| LEIISTP | Law Enforcement In-Service Training Program | TMD |
| LEITP | Law Enforcement Instructor Training Program | TMD |
| LEMTP | Law Enforcement Manager Training Program | LELI |
| LEM RTP | Law Enforcement Media Relations Training Program | CTD |
| LERTP | Law Enforcement Rifle Training Program | FAD |
| LESLTP | Law Enforcement Supervisors' Leadership Training Program..... | LELI |
| LTATP | Land Transportation Antiterrorism Training Program | CTD |
| LTUHBTP | Leadership Through Understanding Human Behavior Training Program | LELI |
| MLAFTP | Money Laundering and Asset Forfeiture Training Program | CFI |
| MLET | Marine Law Enforcement Training Program | DMD |
| MTOP | Managing a Technical Operations Program..... | FIT |
| NPRI | National Park Ranger Integrated Training Program | TMD |
| NRPT | National Resources Police Training Program | TMD |
| OSSTP | Officer Safety and Survival Training Program | OA O |
| PBTP | Police Bicycle Training Program | DMD |
| PPIMS | Police Pursuit Issues for Managers and Supervisors Seminar..... | DMD |
| PEETP | Practical Exercise Evaluators Training Program | TMD |
| PFCTP | Physical Fitness Coordinator Training Program | PTD |
| PROP | Precision Rifle Observer Program | FAD |
| PSTP | Physical Security Training Program | CTD |
| RSITP | Reactive Shooting Instructor Training Program | FAD |
| RUVP | Remote Unattended Video Program | FIT |
| SCERS | Seized Computer and Evidence Recovery Specialist | CFI |
| SLII | Situational Leadership II | LELI |
| SSATP | Seaport Security/Antiterrorism Training Program | CTD |
| SSTP | Survival Shooting Training Program | FAD |
| TSA-BTP | Transportation Security Administration Basic Training Program | TMD |
| TSHOHEP | The Seven Habits of Highly Effective People | LELI |
| UOFITP | Use of Force Instructor Training Program..... | EOD |

| Acronym | Course | Division/Academy |
|-----------------|--|-------------------------|
| UPTP | Uniform Police Training Program | TMD |
| USBPI | United States Border Patrol Integrated | TMD |
| USCGBBOC | United States Coast Guard Basic Boarding Officer Course..... | TMD |
| USCGBTM | Maritime Law Enforcement Boarding Team Member Course | TMD |
| USCGMPOC | Marine Patrol Officers Course | TMD |
| USMSI | United States Marshals Service Integrated | TMD |
| USPPI | United States Park Police Integrated | TMD |
| VACTP | Vehicle Ambush Countermeasures Training Program | DMD |
| WFOCD | Wildland Fire Origin and Cause Determination | FIT |
| WMDTP | Weapons of Mass Destruction Training Program | CTD |

GENERAL OVERVIEW

In 2003, the Federal Law Enforcement Training Center (FLETC) celebrated 33 years of progressive, cutting edge training. Our commitment to excellence in training also fulfills our Congressional mandate to provide a consolidated training facility for the benefit of all Federal law enforcement agencies. The FLETC employs a cadre of professional staff and instructors who conduct quality and cost efficient training in modern physical facilities with state-of-the-art techniques and equipment.

Mission

The FLETC, a bureau of the Department of Homeland Security, is the nation's lead organization for interagency training of Federal law enforcement personnel. Basic and advanced training is provided at the FLETC for personnel from over 80 Partner Organizations. Over 40,000 students train at the various FLETC sites annually from all 50 states and U.S. Territories.

A component of the FLETC, the National Center for the State and Local Law Enforcement Training, (OSL) also offers advanced and specialized programs in selected subject areas for employees of State and local law enforcement agencies. These programs are designed to develop specialized law enforcement knowledge and skills and encourage networking among Federal, State and local agencies. Participants benefit from the Federal expertise and training resources of the FLETC, and from guest instructors from Federal, State, local and private organizations. The OSL also conducts or coordinates training and provides technical assistance for international law enforcement personnel in areas such as antiterrorism, money laundering, and financial crime investigation.

Location

The FLETC's primary campus is located on the southeastern coast of Georgia near Brunswick at Glynco. Equidistant between Savannah, Georgia, and Jacksonville, Florida, it occupies 1500 acres of land and over 100 buildings devoted to training. The FLETC operates a campus at Artesia, New Mexico near Roswell where basic, advanced and specialized programs are conducted. The Bureau of Indian Affairs Indian Police Academy is located at the Artesia campus. A third FLETC training facility is located 15 miles southeast of Washington, D.C. in Cheltenham, Maryland, where the FLETC provides firearms and driver requalification and other advanced training to over 18,000 Federal law enforcement officers from 65 metropolitan Washington, D.C. area Federal law enforcement agencies, as well as provide facilities for the US Capitol Police Academy. The FLETC also provides training and support to the US Border Patrol training in Artesia, New Mexico.

Glynco, Artesia and Charleston are residential training centers, providing meals, housing, and recreational activities on a seven-day-a-week basis. The Cheltenham facility is a non-residential training center that primarily serves the metropolitan Washington, D.C. area law enforcement community, however local hotels and restaurants provide housing and meals for imported training courses. The FLETC maintains a liaison office in Washington, D.C. Below are addresses and telephone numbers for the Glynco, Artesia, Cheltenham and Washington, D.C. locations.

Deputy Assistant Director
Office of Training Management
Federal Law Enforcement Training Center
1131 Chapel Crossing Rd
Townhouse 381B
Glynco, GA 31524
Switchboard: 912-267-2100

Deputy Assistant Director
Office of Artesia Operations
1300 West Richey Avenue
Artesia, NM 88210
Telephone: 505-748-8000

Site Director
Deputy Assistant Director
Office of Charleston Operations
2000 Bainbridge Avenue
Charleston, SC 29405-2607
Telephone: 843-743-2858

Site Director
Deputy Assistant Director
Office of Cheltenham Operations
9000 Commo Road
Cheltenham, MD 20623-5000
Telephone: 301-868-5830

Senior Associate Director
FLETC
555 11th Street N.W.
Suite 400
Washington, D.C. 20004
Telephone: 202-927-8940

Partner Organizations

As stated previously, the Center serves over 80 Federal Partner Organizations. This designation means the head of the agency has signed a Memorandum of Understanding setting forth an agreement between the FLETC and the agency. Partner Organization status, granted by the FLETC's Board of Directors, offers several benefits, including top priority in training and a lower cost for the training than for non-Partner Organizations trained on a space-available basis.

Many Partner Organizations maintain training offices at the FLETC. Following the General Overview section of this catalog are lists of the FLETC Partner Organizations and those Partner Organizations with offices at FLETC.

Application Procedures and Program Schedules

All students are sent to the FLETC by their employing agencies. Individuals who are interested in attending one of the programs described in this catalog should talk to their agency training officers or the contact person noted in the program description.

Actual enrollment is accomplished by the agency training officer who will contact the FLETC at the following address and telephone number:

FLETC Admissions Coordinator
Training Management Division
1131 Chapel Crossing Rd
Townhouse 385
Glynco, GA 31524
Telephone: 912-267-2421 or 2269

Program Costs

The fee for a student attending a program is paid by that employee's agency. Because costs vary yearly, the fees are not published in this catalog. However, the latest information is available in the Schedule of Training and on the website at www.fletc.gov.

FLETC Partner Organizations

3 Branches of Government
31 Member Departments and Independent Agencies
80 Partner Organizations

Agency for International Development
Office of the Inspector General

Department of Agriculture
U.S. Forest Service
Office of the Inspector General

Central Intelligence Agency
Office of the Inspector General
Office of Security

Department of Commerce
Bureau of Industry and Security
National Marine Fisheries Service
National Institute of Standards and Technology
Office of the Inspector General
Office of Security

Department of Defense
Air Force Office of Special Investigations
Defense Criminal Investigative Service
Defense Logistics Agency
National Security Agency
Naval Criminal Investigative Service
Office of the Inspector General
Pentagon Force Protection Agency

Department of Education
Office of the Inspector General

Department of Energy
Office of the Inspector General
Environmental Protection Agency
Criminal Investigations Division
Office of the Inspector General

Federal Deposit Insurance Corporation
Office of the Inspector General

General Services Administration
Office of the Inspector General

Department of Health and Human Services
Food and Drug Administration

National Institutes of Health
Office of the Inspector General

Department of Homeland Security

U.S. Border Patrol
Citizenship and Immigration Services
U.S. Coast Guard
Customs and Border Protection
Federal Air Marshals
Federal Emergency Management Agency Office of the Inspector General
Federal Emergency Management Agency Office of Safety and Security
Federal Protective Service
Immigration and Customs Enforcement
Office of the Inspector General
U.S. Secret Service
Transportation Security Administration

Department of Housing and Urban Development

Office of the Inspector General

Department of the Interior

Bureau of Indian Affairs
Bureau of Land Management
Bureau of Reclamation
Fish and Wildlife Service
National Park Service
Office of the Inspector General
Office of Surface Mining Reclamation and Enforcement
U.S. Park Police

Department of Justice

Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Bureau of Prisons
U.S. Marshals Service
Office of the Inspector General

Department of Labor

Office of the Inspector General

National Aeronautics and Space Administration

Office of the Inspector General

National Railroad Passenger Corporation

Amtrak Police

Nuclear Regulatory Commission

Office of the Inspector General

Office of Personnel Management

Office of the Inspector General

U.S. Postal Service
Office of the Inspector General
U.S. Postal Inspection Service-Postal Police

Railroad Retirement Board
Office of the Inspector General

Small Business Administration
Office of the Inspector General

Smithsonian Institution
National Zoological Park Police
Office of Protection Services

Social Security Administration
Office of the Inspector General

Department of State
Diplomatic Security Service
Office of the Inspector General

Tennessee Valley Authority
Office of the Inspector General
TVA Police

Department of Transportation
Office of the Inspector General

Department of the Treasury
Bureau of Engraving and Printing
Financial Crimes Enforcement Network
Internal Revenue Service Criminal Investigations Division
Office of the Inspector General
Treasury Inspector General for Tax Administration
U.S. Mint
U.S. Congress
U.S. Capitol Police
Library of Congress Police
Office of the Inspector General
Office of Security

U.S. Courts
Office of Probation and Pretrial Services
Supreme Court Police

Department of Veterans Affairs
Office of the Inspector General

TRAINING PROGRAM DESCRIPTIONS (BASIC AND ADVANCED BY TRAINING DIVISION)

The following sections are devoted to descriptions of the various programs offered by the FLETC divisions. Available upon request are syllabi containing detailed information, including descriptions of the individual courses in a program, a sample schedule of the typical program, and additional pertinent information. Training officers may request a syllabus by calling or writing the appropriate contact person listed at the beginning of each section.

PLEASE NOTE: ALL PROGRAMS MARKED WITH AN ASTERISK (*) CAN BE TAUGHT BY FLETC STAFF AT OTHER LOCATIONS.

PROGRAMS MARKED WITH TWO ASTERISKS (**) ARE UNDER DEVELOPMENT.

IF YOU HAVE QUESTIONS ABOUT ANY OF THE PROGRAMS LISTED IN THIS CATALOG, PLEASE CALL OR WRITE THE APPROPRIATE PROGRAM MANAGER.

BEHAVIORAL SCIENCE DIVISION



BEHAVIORAL SCIENCE DIVISION

The Behavioral Science Division (BSD) is committed to the development of successful communication skills. Both an understanding of human behaviors and the ability to communicate successfully are vital to law enforcement officers; whether eliciting information from witnesses, obtaining confessions from suspects, assisting victims, or crisis management.

A major focus of the training provided by the BSD is interviewing skills and techniques. Classroom lecture and exercises are augmented with realistic interviewing scenarios employing professional role players. The scenarios are designed to provide an assessment of students' knowledge and skills. These scenarios are videotaped, allowing students to review their performance.

Other courses taught by BSD in the Center Basic training programs include: Cross Cultural Communications, Conflict Management, Critical Incident Stress, Ethical Behavior and Core Values, Authority, Sexual Harassment, Managing Abnormal Behavior, Stress Management, and Victim Witness Awareness.

BSD advanced training programs include the Distance Learning Instructor Training Program, Law Enforcement Advanced Interviewing Training Program and the National Investigative Interviewing Training Program.

For further information, please contact:

Division Chief
Behavioral Science Division
Townhouse 397
Federal Law Enforcement Training Center
Glynco, GA 31524
Telephone: 912-267-2605
FAX: 912-267-2701

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: DISTANCE LEARNING INSTRUCTOR TRAINING PROGRAM (DLITP)

Program Description: The DLITP is designed to prepare the experienced classroom instructor for transition to the distance learning environment. The program addresses various types of methodologies that can be used to enhance instructional presentation skills that are suitable for distance learning presentations. The program includes instruction on scripting, graphics, TV presentation skills, and familiarizes the participant with the equipment available at the FLETC Distance Learning Studio.

Courses include:

- ☐ Orientation to Distance Learning
- ☐ Copyright for Television
- ☐ Three, Five and Fifteen Minute Presentations
- ☐ Graphics for Television
- ☐ Lesson Plans for Distance Learning
- ☐ Platform Skills for Distance Learning
- ☐ Scripting for Television
- ☐ Panel Discussions
- ☐ DLITP Practical Exercise

Length of Training: 3.5 class days

Prerequisites for Attendance: Enrollment is limited to experienced law enforcement personnel, or a civilian employee of such law enforcement organization, who either provides training or anticipates providing training via the distance learning environment and has successfully completed a basic instructor training program.

Program Title: LAW ENFORCEMENT ADVANCED INTERVIEWING TRAINING PROGRAM (LEAINTP)

Program Description: The Law Enforcement Advanced Interviewing Training Program gives the investigator the tactical advantage to correctly assessing the information provided by witnesses while maintaining the highest degree of professionalism. The challenge of correctly detecting deception is an ability that no competent investigator can do without. Investigators must have the ability to instantly evaluate the credibility and reliability of their witnesses. This training will give the true professionals the help they need to make these critical and time sensitive decisions.

Throughout the LEAINTP, participants take part in lecture, laboratory, and practical exercise sessions. In a series of participatory exercises, the participants also evaluate their own potential strengths and weaknesses. Using the Behavioral Science laboratory facility, participants interview role players acting as victims, witnesses, and suspects. These interviews are videotaped to provide the participants an opportunity to critique their own performances and to observe other experienced interviewers.

Courses include:

- ☐ Current Issues in Law Enforcement Interviewing
- ☐ Advanced Rapport Strategies
- ☐ Detecting Deception

- ☐ Obtaining a Truthful Statement from a Subject
- ☐ Three Laboratory Exercises
- ☐ Practical Exercise

Length of Training: 4.5 class days

Prerequisites for Attendance: Because of the advanced nature of this program, participant selection will be based upon the experience level of the applicant. To be selected, applicants must be full-time law enforcement personnel and have a minimum of three years experience in criminal investigations or law enforcement-related fields.

Program Title: NATIONAL INVESTIGATIVE INTERVIEWING TRAINING PROGRAM (NIITP)

The NIITP is an advanced interviewing program designed for non-1811 Federal investigators, analysts, and investigative support personnel. The program is designed to assist students in mastering the skills necessary to obtain detailed and accurate information during the course of an interview. Students, by engaging in practical exercise, will learn to successfully adapt to a variety of interview formats and interview challenges. Participants will learn the importance of rapport and flexibility in obtaining desired interview outcomes.

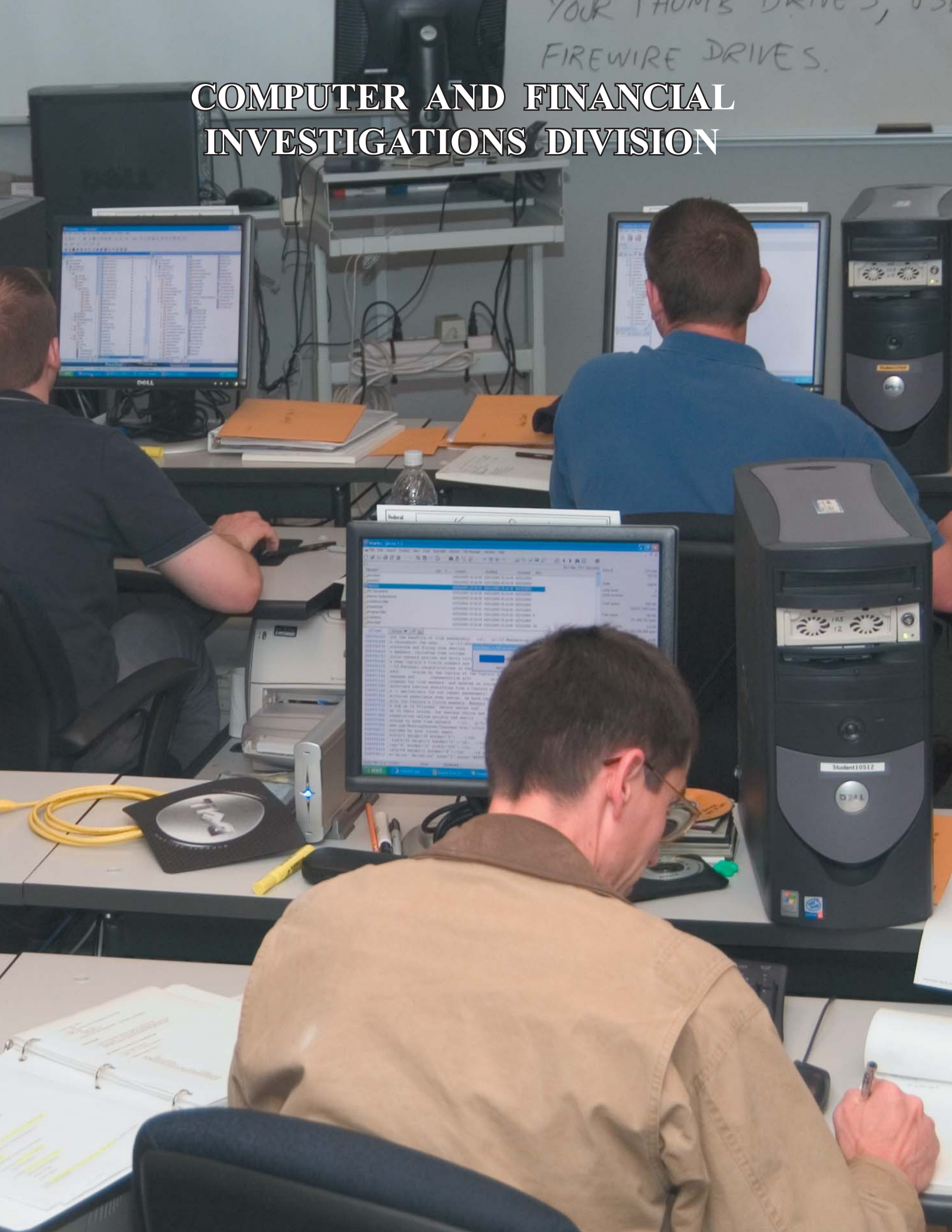
Courses include:

- ☐ The Art of Interviewing
- ☐ The Art of Rapport
- ☐ The Art of Influence
- ☐ Rapport and Influence Interviewing Laboratory
- ☐ The Art of Questioning
- ☐ Current Research in Detecting Deception
- ☐ Interviewing Practical Exercise

Length of Training: 3.75 class days

Prerequisites for Attendance: Attendees should have a minimum of three years experience in conducting or assisting with investigations. This class will be limited to 24 students.

COMPUTER AND FINANCIAL INVESTIGATIONS DIVISION



COMPUTER AND FINANCIAL INVESTIGATIONS DIVISION

The staff of the FLETC Computer and Financial Investigations Division (CFI) has the responsibility for designing, developing, coordinating, and administering training programs devoted to the prevention, detection, investigation, and prosecution of complex financial and computer-related frauds. These programs are for personnel of the various organizational components within the Federal, State, Local and International law enforcement communities.

The objective of the CFI training initiative is to arm the student with specialty skills and techniques necessary to develop solid prosecutable cases in a range of crimes. Included are crimes involving government contracts, procurement fraud, illegal tax shelters, complex financial transactions supporting terrorism and criminal conspiracies, asset removal/seizures, money laundering activities involving drug smuggling organizations and other illegal enterprises, insurance frauds, electronic funds transfer fraud, and employee embezzlement. Also addressed in several training programs are investigative techniques necessary to investigate and prosecute technical crimes involving computers and computer networks, telecommunications systems, and the emerging world of the Internet.

Although criminal investigators are the primary benefactors of these advanced training programs, others who will benefit from CFI training include those assigned to major case investigations units such as: analysts, inspectors, auditors, and technical specialists assigned to support law enforcement functions in the financial and computer fraud areas.

For further information, please contact:

Division Chief, Computer and Financial Investigations Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Building 210, Room A-17
Glynco, GA 31524
Telephone: 912-267-2314
FAX: 912-267-2500

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Applicants from non-Federal agencies may contact the FLETC through:

Assistant Director, National Center for State and Local Training
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 393
Glynco, GA 31524
Telephone: 912-267-3145
Fax: _____

Contact information for foreign students should be sought through the International Training and Technical Assistance Division, which can be contacted at:

Division Chief, International Training & Technical Assistance Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 387C
Glynco, GA 31524
Telephone: 912-280-5353
Fax Number: 912-267-2189
E-mail: FLETC-intlrqst@dhs.gov

**Program Title: CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM
(COPTP)**

Program Description: This program is designed for investigators in the local, state, and federal arena, who manage complex or voluminous cases. In today's environment where the challenge is not in obtaining information, but in organizing and managing it, investigators need to digitize their evidence in a clear, organized multimedia presentation. This program teaches skills in organizing the relevant investigative leads, subpoenas, witness and attachment lists, as well as search warrant results. To address the issues for handling masses of documents used in cases, this training program integrates all aspects of organizational software, charting and analysis software, and presentation (multimedia) software to give students the ability to formulate a successful case strategy and courtroom presentation. This program uses basic software available to any investigator as well as covering state-of-the-art technology. The course culminates in the presentation of a multi-faceted case that demands the use of the software and technology taught. This class is appropriate to any investigator with basic computer skills who investigates issues in the criminal, civil or administrative realm.

Program of Instruction

- ☐ Major Case Management
- ☐ Prosecutors' Perspective
- ☐ Case Organization and Excel Spreadsheets
- ☐ Database Inventories
- ☐ Emerging Software
- ☐ Electronic Courtroom
- ☐ RFFlow Drawing Software
- ☐ Integrating Audio and Video in Case Presentation
- ☐ Digital Evidence
- ☐ Creating Link Analysis Using PowerPoint
- ☐ Creating Timelines
- ☐ Scanning and OCR
- ☐ Electronic Bates Stamp and Bar Coding Documents
- ☐ Database Options for Case Organization
- ☐ Access Investigative File Inventory
- ☐ Student Presentations

Length of Training: 5 days

Prerequisites for Attendance: There are no formal prerequisites for this program, but a general working knowledge of computers is necessary. Students are evaluated via an oral presentation of a case using skills and technology taught in the program. A sample case is provided, but students are encouraged to bring current or past case materials to use in the preparation of this case presentation. For further information, contact a FLETC Training Specialist at (912) 267-3166.

**Program Title: COMPUTER NETWORK INVESTIGATIONS TRAINING PROGRAM
(CNITP)**

Program Description: The CNITP is designed to train criminal investigators (or those who routinely

serve as part of an investigative team) to identify, search, seize and analyze magnetic media in a network environment. Investigators routinely find that the evidence needed for an investigation may be found on servers regardless of the type of investigation they are conducting. The purpose of this course is to give investigators an understanding of how to identify the server software in question, navigate the system, and collect evidence in a forensically sound manner.

The CNITP is intended for those individuals familiar through training or experience with the procedures involved in seizing a stand alone computer system and introduces the participant to computer network/search/seizure/analysis using the three most common network operating systems: Windows 2003, Novell and Linux.

The CNITP is the logical sequel for graduates of the Seized Computer Evidence Recovery Specialist Training Program (SCERS). CNITP participants learn methods to obtain evidence from servers that do not necessitate taking the server off-line, advantageous in fraud investigations involving large companies where the system may not be able to be taken off-line. Tools and methods for overcoming password protection and for viewing file systems are demonstrated during the course. Practical exercises and computer laboratories give students time to develop confidence in the methods taught during this program.

Program of Instruction

- ☐ Current Legal Trends in Network Investigations
- ☐ Network Terminology and Configuration
- ☐ Peer-to-Peer Networking Configuration and Issues
- ☐ Windows 2003 Server Concepts and Search Analysis/Procedures
- ☐ Novell Operating System Concepts and Search-Analysis Procedures
- ☐ Linux Operating System Concepts and Search/Analysis Procedures
- ☐ Wireless Technology Configuration
- ☐ CNITP Final Practical Exercise for Windows, Novell and Linux

Length of Training: 9 days

Prerequisites for Attendance: Successful completion of Seized Computer Evidence Recovery Specialists (SCERS) Training Program is recommended for admission to the CNITP. Applicants that have not attended SCERS Training Program, subject to the approval of the FLETC Program Coordinator, may attend the CNITP if they have experience and knowledge, acquired through formal education or on-the-job training, which is equivalent to what is presented within the SCERS Training Program.

Participants are expected to have experience in the search, seizure and analysis of a computer system.

Program Title: DIGITAL EVIDENCE ACQUISITION SPECIALIST TRAINING PROGRAM (DEASTP)

Program Description: The primary purpose of the DEASTP course is to equip criminal investigators with the knowledge, skills, and abilities to properly identify and seize digital evidence. Through a combination of lecture, demonstration, and hands on labs and practical exercises investigators learn about a computer's boot process; changing the boot sequence and BIOS setup of a computer; setting

jumper settings on hard drives for master, slave, single and cable select settings; disk wiping; formatting and partitioning hard drives; assembling external hard drive enclosures; FAT and NTFS file systems; file attributes; file viewers; creating a forensically sound boot disk; file slack; unallocated clusters; file compression; malware; investigative techniques for seizing digital evidence from personal computer (PC) and notebook computer hard drives, floppy diskettes, compact disks (CDs), thumb drives, and various flash media by acquiring forensically valid images of the digital media; investigative techniques for searching digital evidence; recovering erased data; using text string search utilities; using external storage devices; using hardware and software write blockers; using device drivers; writing batch files; using command line programs; essential internal and external DOS commands; installing software; installing and uninstalling hardware; IDE, USB and FireWire cables and devices; and legal aspects pertaining to the seizure and search of electronic evidence. Investigative hardware and software used in the class are issued to the students so that they are prepared to put the skills learned in the class to use immediately upon return to their duty stations.

The DEASTP program is an intense course that requires substantial computer aptitude. **Successful completion of a graded practical exercise is required for graduation.**

At the conclusion of the training program, the participants will be able to successfully assist a SCERS qualified investigator with the seizure of digital evidence. This knowledge will be demonstrated through the completion of several classroom practical exercises.

It is recommended that you attend this course before attending the Seized Computer Evidence Recovery Specialist (SCERS) training program. SCERS students are required to possess all of the skills and technical information presented in this course before they attend the SCERS training program.

Length of Training: 10 days (76 hours)

Program of Instruction

- ☐ Current Legal Trends in Computer Investigations
- ☐ Boot Process
- ☐ DOS Commands – Internal and External
- ☐ Copying Diskettes, Write Protection
- ☐ File Structures, FAT 12, 16, 32
- ☐ File Structures Exercises
- ☐ Disk Structure and Recovering Erased Data from Disks
- ☐ Recycle Bin
- ☐ Defragmentation
- ☐ IDE Drives and SATA drives
- ☐ Hard Drive Jumpers, External Case Assembly
- ☐ GDISK, Format, Partitions, Diskwipe
- ☐ Hard Drive Adapters
- ☐ PCI Cards
- ☐ Cables
- ☐ Hard Drive Write Blockers
- ☐ File Compression
- ☐ Malware
- ☐ Hash Exercise

- ☐ Investigative Techniques in Computer Related Investigations
- ☐ Creating a Forensically Sound Boot Disk
- ☐ Process Disk Utilities
- ☐ Imaging and Restoring Digital Evidence
- ☐ Digital Evidence Acquisition Practical Exercise
- ☐ Final Digital Evidence Acquisition Practical Exercise
- ☐ Microsoft Windows and File Viewers
- ☐ Text String Search Programs
- ☐ File Viewers Analysis Lab
- ☐ NTFS File System

Prerequisites for Attendance: A functional knowledge of computers is required. More specifically, this means:

1. Experience with the majority of the functions of a Word Processor (e.g. Word or Word Perfect).
2. Training or background in the use of a mouse, and knowledge of the basic concepts governing the use of Microsoft Windows, version 9X, Me, 2000, or XP.
3. Use of command/system prompts. In other words, using a computer in some way other than mouse-clicking Windows controls. Students must possess knowledge of the usage of basic Command Prompt commands, including, but not limited to:
***DIR** Create "Subdirectories" on a diskette/hard disk (MD) and store data within the subdirectories; also access the subdirectories (CD), and remove the subdirectories (RD).*
***COPY** one file/many files/entire diskettes*
***DEL/ERASE** one file/many files*
***TYPE** to view the contents of Text Files*
4. Use of My Computer or Explorer file management program provided with Windows to navigate through the directories / folders and files contained on a computer.

Students who need training in any of the above requirements are referred to any of several sources including: Internet on-line training courses, adult training courses typically offered in local colleges and universities or other sources, commercial training providers that offer courses in fundamental computer usage. This training program is available to participating Federal organizations. Other Federal, state or local agencies may attend on a space-available basis.

Program Title: CYBER COUNTERTERRORISM INVESTIGATIONS TRAINING PROGRAM (CCITP)

Program Description: Virtually all recognized terrorist groups have a presence on the Internet. There is distinct evidence that terrorist groups utilize the Internet to engage in psychological warfare, propaganda, data mining, fundraising, recruiting, networking, information sharing, and planning and coordination. CCITP focuses on investigations and operations of these terrorist uses of the Internet. Terrorists today are sophisticated in their use of weapons, communications and planning techniques. They operate in a decentralized manner which makes it difficult to identify, locate and track more than a small cell of terrorist at any given time. They use the Internet to collect large amounts of open source information to use in the preparation and execution of terrorist operations. Many terrorist organizations recruited members with training in computer science, biology and chemistry. In order to effectively collect intelligence, conduct investigations and run operations against these threats, we have to identify their methods and be able to operate within the same medium.

The Cyber Counterterrorism Investigations Training Program gives the criminal investigator the necessary tools and training to conduct cyber-based investigations and operations against terrorist targets. Appropriate participants include criminal investigators, detectives, intelligence specialists, and intelligence analyst from Federal, state and local law enforcement who perform intelligence gathering and analysis, investigations and operations against known and unknown terrorist targets or threats.

Courses Include:

- ☐ Cyber Capabilities of Terrorists
- ☐ Legal
- ☐ Internet Technology
- ☐ Cyber OPSEC
- ☐ Web Site Identification Methodology and DNS
- ☐ Web-based Investigation Methodology and Tracking Tools
- ☐ Terrorists Financing
- ☐ Practical Exercise

Length of Training: 5 days

Prerequisites for Attendance: This training program is available to FLETC Partner Organizations. Other Federal, state or local agencies may be permitted to attend on a space-available basis at the discretion of the FLETC Program Coordinator.

Program Title: FINANCIAL FORENSICS TECHNIQUES TRAINING PROGRAM (FFTTP)

Program Description: One of the most difficult problems an investigator faces in prosecuting sophisticated financial crimes is explaining the significance of various accounting documents, how they are related and how they substantiate the elements of the crime.

In a complex case, especially one involving fraud or money laundering, this problem can be compounded by the need to present hundreds of exhibits to prove individual financial transactions. This course is appropriate for financial investigators in Federal, state and local law enforcement and offers investigative tips and techniques that can be applied to sophisticated financial crime investigations.

Topics include:

- ☐ Accounting System Documents
- ☐ Business Corruption
- ☐ Exposing Concealed Income
- ☐ Fraud and Money Laundering Statutes
- ☐ Net Worth Analysis and Financial Calculations
- ☐ Types of Financial Frauds and Schemes

Length of Training: 8 days

Prerequisites for Attendance: None. Attendees must bring a laptop computer.

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: FIRST RESPONDER TO DIGITAL EVIDENCE (FRDE)

This program provides training necessary to criminal investigators who may be first responders in a situation in which computer-based evidence is or may be recovered. With limited technical depth, this program provides a sufficient overview of technology in order to adequately prepare the criminal investigator for taking proper steps necessary to assess, acquire, and preserve digital evidence during the initial conduct of an investigation.

Topics Include:

- ☐ Search and Seizure Legal Overview
- ☐ Computer Hardware and Storage Media
- ☐ Cell Phone Seizure
- ☐ Investigative Computer Crime Scene Techniques
- ☐ Search and Seizure Practical Exercise (Graded Practical)
- ☐ Internet Safety and Survival

Length of Training: 3 days, conducted mid-week, with travel days on Monday and Friday.

Prerequisites for Attendance: None. There are no prerequisites for this class, other than that the participants must be in a law enforcement occupation. Registrants are accepted from Federal, state and local law enforcement agencies.

Program Title: FUNDAMENTALS OF FINANCIAL FRAUD INVESTIGATION TRAINING PROGRAM (FFFITP)

Program Description: This program provides both sworn and non-sworn investigators with a basic foundation for the conduct of financial and financial fraud investigations. It provides an introductory level of techniques, tools, and resources to conduct a financial fraud or financial investigation. The program will cover the initiation of a case, the development of the case by obtaining the necessary documents and leads, and the detection of various types of fraud.

Topics included:

- ☐ Overview of Fraud and Financial Crimes Investigation
- ☐ Fraud Case Initiation
- ☐ Legal Issues
- ☐ Understanding the Business, Government and Financial Environment
- ☐ Developing the Financial Fraud Case
- ☐ Obtaining Government, Financial and Business Records
- ☐ Investigative Analytical Techniques
- ☐ Financial Investigations Techniques
- ☐ Final Exam

This new program will be available in FY 2007.

Length of Training: 8 days

Prerequisites for Attendance: This program is designed for sworn and non-sworn investigators, auditors, and law enforcement support personnel involved in fraud and financial investigations.

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: INTELLIGENCE ANALYST TRAINING PROGRAM (IATP)

Program Description: The purpose of this program is to provide familiarity with the intelligence cycle, recognition of core competencies, data retrieval and entry level intelligence skills, on-line research skills, familiarity with NCIC/NLETS, FinCEN/CBRS, EPIC, JRIES, commercial data bases and sources of information and databases. Furthermore, this program offers analysis of data, charting and relational graphics, report writing and oral briefing skills, as well as link analysis.

Courses include:

- ☐ Introduction to Law Enforcement Intelligence
- ☐ The Intelligence Cycle
- ☐ Intelligence Analysis: Core Competencies
- ☐ Introduction to Intelligence Analysis
- ☐ Legal Issues for Intelligence Research Specialists
- ☐ Operational Planning
- ☐ Digital Officer Safety & Operations Security (OPSEC)
- ☐ External Information Sources
- ☐ Electronic Sources of Information for Law Enforcement
- ☐ Response Analysis
- ☐ Fraudulent Document Lab (FDL)
- ☐ Analytical Methods & Techniques
- ☐ Report Writing for Analysts
- ☐ MS Excel for Intelligence Analysis
- ☐ Introduction to Electronic Worksheets and Graphs
- ☐ Financial Aspects of Criminal Investigations
- ☐ Geographic Information Systems and Geographical Profiling
- ☐ Case Summary and Trial Preparation

There is a mid-program comprehensive examination to verify the student's learning and a Practical Exercise (PE) that follows the form of the intelligence cycle/process. The PE requires an oral briefing and the submission of a paper.

Length of Training: 10 days (76 hours)

Prerequisites for Attendance: None. The program is designed for basic or entry level analysts.

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: INTERNATIONAL BANKING AND MONEY LAUNDERING TRAINING PROGRAM (IBMLTP)

Program Description: The primary focus of this program is identification of money laundering methods used throughout the world. Money Laundering schemes unique to South America (Columbia), the

Caribbean, Mexico (along the southwest border of the United States), Canada, Russia and Western Europe are emphasized. Participants learn about money laundering and related laws, including the Bank Secrecy Act, the Money Laundering Control Act and the USA Patriot Act as well as the roles of the Financial Crimes Enforcement Network and the Office of Foreign Assets Control. Traditional and non-traditional international banking is discussed as it relates to facilitating the movement of proceeds of criminal activity. A 2-hour block on methods of financing terrorism is included in the program.

Courses include:

- ☐ Bank Secrecy Act
- ☐ Money Laundering Statutes
- ☐ International Banking and Money Movement
- ☐ International Money Laundering (Columbia, the Caribbean, Mexico on the southwest U.S. Border, Canada, Russia and Western Europe)
- ☐ Canadian Money Laundering Issues
- ☐ Methods/Techniques of Money Laundering
- ☐ Office of Foreign Assets Control & Financial Crimes Enforcement Network
- ☐ Asset Forfeiture
- ☐ A Prosecutor's View of Money Laundering (Including Regulations & Treaties)
- ☐ Money Laundering and Terrorism

Length of Training: 4.5 days

Prerequisites for Attendance: None. There are no prerequisites for this class, other than the participants must be in a law enforcement occupation from Federal, state and local law enforcement agencies.

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: INTERNET INVESTIGATIONS TRAINING PROGRAM (IITP)

Program Description: Cyber criminal is one of the most complex topics facing the law enforcement professional today and requires a multidisciplinary approach supported by technical expertise that was not needed with traditional crime. In this innovative age, we need engineering and technology to combat this type of crime. The Internet Investigations Training Program will focus on investigations and operations regarding the use of the internet and its many communities being exploited today.

Digital technology has opened the door for various areas of criminal activity. The most prevalent are intrusions within government and private sector computer systems. Others include Denial of Service attacks, the use of the internet for pornographic activity, as well as new stalking capabilities. Credit card information is easily compromised and so are individuals' identities and financial history. The Internet Investigations Training Program (IITP) provides a basis of training to perform audit trails, recognize the dangers of "surfing the Internet" and minimize the risk of hacking activity. Legal and ethical considerations are discussed for all phases of Internet investigations. The IITP will expose students to the fundamentals of Internet architecture and services and cover methodologies of gathering real-time and offline evidence from client and server systems connected to the Internet.

The Internet Investigations Training Program (IITP) will give participants, the basic tools and training they need to begin conducting cyber-based investigations.

Program of Instruction

- ☐ Understanding Networks
- ☐ What is the Internet?
- ☐ Fundamentals to Cyber Crime Investigations
- ☐ Setting up an Investigative Computer
- ☐ X-Box Live Investigations
- ☐ Google Hacking Techniques
- ☐ Email Trace Investigations
- ☐ Voice Over Internet Protocol Overview
- ☐ Instant Messaging and Chat rooms
- ☐ MySpace: Stalking the Stalker
- ☐ Forums and Newsgroups
- ☐ Peer to Peer Investigations
- ☐ Practical Exercises

Length of Training: 5 days

Prerequisites for Attendance: Students must be sworn law enforcement professionals in Federal, state or local agencies and should possess a working knowledge of computers, computer programs and the internet. **Prior to registration, students will be required to complete an online Computer Based Training (CBT) followed by a Knowledge Assessment.**

Program Title: MONEY LAUNDERING AND ASSET FORFEITURE TRAINING PROGRAM (MLAFTP)

Program Description: The Money Laundering and Asset Forfeiture Training Program is designed for both the investigator and the prosecutor. There are no prerequisites for the course although some experience with financial crimes is helpful. The course covers applicable Federal and state money laundering and asset forfeiture statutes. With those statutes as a foundation, the course utilizes a case scenario based on an actual money laundering investigation to guide the participant through the money laundering investigative process from case identification to case presentation for prosecution. The investigative case exercise is integrated with course topics, including discussions of forensic investigative techniques and sources of financial information. The MLAFTP is offered at various locations throughout the United States.

Courses include:

- ☐ Applicable State Money Laundering Statutes
- ☐ Asset Forfeiture Statutes
- ☐ Bank Secrecy Act
- ☐ Concealed Income Analysis
- ☐ Domestic and International Fund Transfers
- ☐ Financial Accounting
- ☐ Financial Crimes Enforcement Network (FinCEN)
- ☐ Methods, Techniques & Trends of Money Laundering

- ☐ Federal Money Laundering Statutes
- ☐ Sources of Information (EPIC, TECS, Detroit Computing Center)

Length of Training: 5 days

Prerequisites for Attendance: None. This training is recommended for financial crimes investigators and prosecutors. Analysts and Examiners may attend on a space available basis.

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: National Suspension and Debarment Training Program

Program Description: The National Suspension and Debarment Training Program is designed for investigators, auditors and attorneys dealing with procurement, contract, and grant fraud and focuses on issues involved with the administrative remedy of suspension or debarment of contractors or grant recipients.

Length of Training: 3 days.

Courses Include:

- ☐ History and Terminology of Suspension and Debarment
- ☐ Fundamental Legal Concepts
- ☐ Procurement Debarment and FAR
- ☐ Non-procurement Debarment
- ☐ Enlarging the Protective Net
- ☐ Jurisdiction, Venue and Lead Agency
- ☐ Suspension and Debarment Information Highway
- ☐ Critical Role of Investigators/Auditors
- ☐ Proposing Debarment
- ☐ Building an Effective Case
- ☐ Analytical Methods
- ☐ Suspension
- ☐ Parallel Proceedings
- ☐ Practical Solutions to Sealed Warrants, Qui Tam Actions and Context Information
- ☐ Protecting Evidence While Gaining Free Discovery
- ☐ Voluntary Disclosure, Cooperation and Other Equitable Considerations
- ☐ Administrative and Global Resolution Agreements
- ☐ Avoiding Traps
- ☐ Putting it all Together

For further information, contact a FLETC Training Specialist at (912) 267-3166.

Program Title: SEIZED COMPUTER EVIDENCE RECOVERY SPECIALIST (SCERS)

Program Description: The SCERS training program is an intense course which teaches techniques for the seizure, acquisition and analysis of electronic data from desktop computer systems. It requires substantial computer aptitude, training and experience. (See prerequisites below.) **Successful completion of a graded practical exercise (70% or better score) is required for graduation. Classroom work is intensive with substantial after hours work required.** Course costs are high because the SCERS training program tuition also covers the issuance to each student of expensive, state-of-the-art hardware and software, all of which are used in hands-on training during the course, which if purchased separately would cost approximately the same as the course tuition. The aim of the course is to enable the graduate to seize and examine desktop and notebook computers and digital evidence immediately upon return to duty. Topics addressed in SCERS include data examination on desktop and notebook computers using common operating systems including, but not limited to, Microsoft Windows 9X, NT, 2000, XP and Vista; hands-on use of specialized software to enhance investigative analysis; and legal issues relating to the seizure and introduction of computer evidence in court.

Length of training: 10 days (76 hours), beginning on Monday and ending on Friday at 11:30 a.m. Students should be prepared for substantial after-hours classroom time. Return flights before 2pm should not be scheduled.

Prerequisites for Attendance: Successful completion of Digital Evidence Acquisition Specialist Training Program (DEASTP) or the Criminal Investigations in an Automated Environment Training Program (CIAETP) is strongly recommended for admission to the SCERS. Applicants that have not attended FLETC's DEASTP or CIAETP may be permitted to attend at the discretion of the FLETC Training Program Coordinator if they have training, experience or knowledge equivalent to what is presented in the DEASTP or CIAETP.

Participants are expected to have experience in seizing and imaging desktop and notebook computers in a forensically sound manner.

All applicants must have an Internet e-mail address.

Program of Instruction

- ☐ Setting up a Forensic Computer
- ☐ Investigative Techniques for Computer Related Search and Seizure
- ☐ Review of Disk Structures: Recovery of Erased Data
- ☐ Viewing/Searching Seized Data
- ☐ Review of Disk Analysis: File Allocation Table
- ☐ Partitions and Hard Disk Structures
- ☐ Hardware Laboratory (IDE, USB, Firewire, SATA, SCSI, etc.)
- ☐ Miscellaneous Investigative Utilities
- ☐ Analyzing Seized Electronic Data
- ☐ Accessing E-mail (PST & DBX files)
- ☐ NTFS File Structure, Seizure and Analysis
- ☐ Legal Issues Relevant to Computer Search and Seizure
- ☐ Practice Creating an Investigative Plan
- ☐ How to Develop Effective Text String Searches

- ☐ Various Techniques for Imaging Hard Drives
- ☐ Using Software and Hardware Write Blocks
- ☐ Validating Seized Data and Your Software
- ☐ SCERS Graded Practical Exercise
- ☐ Introduction to Guidance Software's EnCase 5 or most current version
- ☐ Introduction to AccessData's Forensic Toolkit, Password Recovery Toolkit & Registry Viewer

COUNTERTERRORISM DIVISION



COUNTERTERRORISM DIVISION

The primary mission of the Counterterrorism Division is designing, developing and conducting quality training courses in the areas of antiterrorism, bombs and explosives, counterterrorism, crisis management, patrol procedures, physical security, tactical applications, and transportations security. Classroom lecture, reinforced through various training aids, laboratories exercises, and practical exercise applications ensure the meaningful learning experiences of the students.

Courses taught by the CTD staff in the Center Basic training programs include: Bombs and Explosives, Bomb Threat Management, Weapons of Mass Destruction, Weapons and Explosives Detection, Hazardous Materials Awareness and Operations, Physical Security, First Response, Introduction to Officer Safety and Survival, Introduction to Tactics, Building and Room Searches, Building Entry and Warrant Service, Officer Safety and Survival Assessment Laboratories, Patrol Procedures, Criminal Information/Intelligence, OPSEC (Operations Security), Personal Protection and Terrorism related courses.

The division conducts approximately one hundred and eighty five courses distributed throughout the Center Basic, Center Integrated Basic, Agency Specific Basic, Center Advanced and Agency Advanced training programs. The CTD Advanced training programs are offered on a regular basis dependent on annual student projections and availability of training facilities. CTD offers eight Center Advanced training programs in the topical areas of Physical Security, Land Transportation and Seaport Security Antiterrorism, Weapons of Mass Destruction, Critical Infrastructure Protection, and Crisis Management.

For further information, please contact:

Program Manager
Counterterrorism Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Building 67
Glynco, GA 31524
Telephone 912-267-3186
FAX 912-267-3144

For enrollment information, contact your agency training officer or the FLETC representative through the appropriate chain of command.

Program Title: CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)*

Program Description: The major thrust of the CMTP is to teach the participants how to develop contingency plans for emergency or crisis situations utilizing the incident command system (ICS) model. During the program, the students will participate in numerous contingency planning exercises including a comprehensive practical exercise designed to prepare for a crisis.

Courses include:

- ☐ Animal Environmental Rights Extremists
- ☐ Bomb Threat Planning and Response
- ☐ Contemporary Issues
- ☐ Contingency Planning and Development (Introduction to ICS)
- ☐ Criminal Information and Intelligence
- ☐ Crisis Management
- ☐ Crisis Site Negotiations Overview
- ☐ Demonstrations and Protests
- ☐ First Response Media Considerations
- ☐ Operations Security
- ☐ Terrorism Overview

Length of Training: 5 class days

Prerequisites for Attendance: Applicants must be senior law enforcement officers, investigators, or supervisors with contingency planning responsibilities.

Program Title: CRITICAL INCIDENT RESPONSE TRAINING PROGRAM (CIRTP)*

Program Description: This train-the-trainer program is designed to deal with the full range of options available to a law enforcement agency when responding to a hostage-barricade critical incident. Experience has proven that the first 30 minutes of a hostage-barricade incident are normally the most difficult and dangerous. Actions taken in the early stages may actually limit and have an overwhelming influence on the resolution options.

Students are provided with a complete training package that offers a full menu of options to allow them to tailor their training to meet their agency's needs. The training methodology ranges from multiple 15-minute roll-call training segments for patrol officers to a 40-hour program for managers/decision-makers with direct responsibility for managing their agencies' responses to critical incidents. The training options between these two extremes are virtually unlimited.

Courses include:

- ☐ Command Post Organization and Operation
- ☐ Containment/Assault Demonstration
- ☐ Contemporary Issues
- ☐ Essential Elements of Information - Debriefing Checklist
- ☐ First Line Supervisor
- ☐ First Responder Negotiations
- ☐ Introduction to Critical Incident Response

- ☐ Pre-Confrontation/Contingency Planning
- ☐ Site Survey
- ☐ Small Group Rehearsal and Presentation
- ☐ Tactical Perimeters

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, applicants must be full-time law enforcement officers or investigators presently assigned to duties that include the training subject matter. Individuals also must be certified trainers by their agencies' standards.

Program Title: CRITICAL INFRASTRUCTURE PROTECTION TRAINING PROGRAM (CIPTP)

Program Description: This program is designed for the Security Manager or Senior Security Specialist. The program addresses protection of those physical and cyber-based systems essential to the operation of the economy and government including, telecommunications, energy, banking and finance, transportation, water systems and emergency services, both governmental and private.

Courses include:

- ☐ Case Studies
- ☐ CIP Policy
- ☐ CIP Model
- ☐ Emergency Programs
- ☐ Information Security
- ☐ Matrix/Vulnerability Assessment
- ☐ OPSEC
- ☐ Personnel Security
- ☐ Physical Security
- ☐ Security and Contingency Planning P.E.
- ☐ Threat Assessment Process
- ☐ Threat Briefing

Length of Training: 4 ½ class days

Prerequisites for Attendance: Generally, applicants should be mid-level managers; however, others assigned to duties directly related to the protection of physical and cyber-based systems against terrorist attacks can attend.

Program Title: LAND TRANSPORTATION ANTITERRORISM TRAINING PROGRAM (LTATP)*

Program Description: The LTATP program is designed to protect the land transportation infrastructure to include rail, mass transit, and bus operations. The program was developed through a cooperative effort between the FLETC and the U.S. Department of Transportation. Major emphasis is placed upon antiterrorism planning and prevention for land transportation systems. It addresses the needs of all personnel charged with security responsibilities. Guest instructors with specialized expertise compliment the FLETC training staff. The LTATP is usually conducted at an agency-specific training site.

Courses include:

- ☐ Bomb Threat Planning, Recognition, and Response
- ☐ Current Threat Overview
- ☐ Cyber Threat
- ☐ Pre-Incident Indicators Awareness
- ☐ Special Events Security Planning
- ☐ System Security Planning
- ☐ Transportation System Vulnerabilities
- ☐ Weapons and Tactics
- ☐ Weapons of Mass Destruction

Length of Training: 5 class days

Prerequisites for Attendance: Applicants must be assigned to duties directly related to security and contingency planning of a land transportation system. The program is available to full-time law enforcement officers, security personnel (public and private sector under special circumstances), and military personnel.

**Program Title: LAW ENFORCEMENT MEDIA RELATIONS TRAINING PROGRAM
(LEM RTP)**

Program Description: The LEM RTP is a media-relations training program designed to provide the basic tools for dealing with print, radio, and television media in a professional manner for Federal, state and local law enforcement officials who come into contact with the media. This includes the First Line Supervisor at a critical incident scene, Shift Commanders, Supervisory Special Agents, Public Affairs Officers, Public Information Officers, etc. Guest instructors with specialized expertise compliment the FLETC training staff in the presentation of this program.

Courses include:

- ☐ Crisis Management and the Media
- ☐ Critical Incident News Conference Lab
- ☐ Critical Incidents and Media Management
- ☐ Interviews with the Media
- ☐ Legal Issues
- ☐ Managing the Media
- ☐ News Conferences
- ☐ News Releases
- ☐ Opening Interview Lab
- ☐ PIO Responsibilities
- ☐ Understanding the Media

Length of Training: 4½ class days. Official travel days are Sunday and Friday.

Prerequisites for Attendance: Applicants should have an interest in improving their skills in dealing with the media.

Program Title: OPSEC FOR PUBLIC SAFETY COURSE (OPSC)

Program Description: The Federal Law Enforcement Training Center, Counterterrorism Division presents this course in partnership with the Department of Homeland Security OPSEC program and the Interagency OPSEC Support Staff (IOSS).

Method of instruction: Platform instruction and end of course practical exercise.

Students who successfully complete the training will be able to apply OPSEC to emergency and special event planning; special operations such as SWAT, HazMat, WMD, Bomb Squad; intelligence, counter terrorism, arson, narcotics task forces; and criminal investigations. Course instructors have public safety, security, and intelligence backgrounds.

Target student population: This course is designed specifically for U.S. agencies with a law enforcement, emergency management, fire and rescue, infrastructure protection mission, and Partner Organization members of the FLETC. Non-credentialed students must have the permission of the DHS OPSEC Program Manager to register for the course. Please contact Barb Kochanski at (912) 267-2933 or Victor “Top” Watson at (912) 267-2539 if you are interested in attending or need more information.

Schedule: OPSC-501 Feb 28- Mar 2 (Mon – Wed)
 OPSC-502 Mar 2 – 4 (Wed – Fri)

Course Cost: No Charge

Location: FLETC, Glynco – Bldg 15

Length of Training: 3 days. Time: 0730 – 1630 each day

Prerequisite for Attendance: None

Program Title: PHYSICAL SECURITY TRAINING PROGRAM (PSTP)

Program Description: The PSTP is designed to provide an in-depth knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The PSTP includes conceptual security considerations, vulnerability assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups. The antiterrorism/physical security training facility is used both as classroom and working laboratory, providing a “hands-on” training environment.

Subjects include:

- ☐ Access Control
- ☐ Bombs and Explosives
- ☐ Closed Circuit Television Systems
- ☐ Computer Security
- ☐ Contingency Planning
- ☐ Domestic Terrorism
- ☐ Fire Safety

- ☐ Guard Force
- ☐ Intrusion Detection Systems
- ☐ Locks and Locking Devices
- ☐ Operations Security (OPSEC)
- ☐ Perimeter Security
- ☐ Protective Lighting
- ☐ Risk Assessment
- ☐ Security Design
- ☐ Security Information Resources
- ☐ Security Legal Considerations
- ☐ Security Survey Process
- ☐ Special Events Security Equipment
- ☐ Special Events Security Planning
- ☐ Survey - Practical Exercise
- ☐ Theory of Physical Security and Crime Prevention
- ☐ Workplace Violence
- ☐ Weapons/Explosives Detection

Length of Training: 10 class days

Prerequisites for Attendance: Attendance is open to Federal, State and local law enforcement officers, investigators, and physical security specialists as well as the military and other U.S. Government agencies having physical security planning responsibility.

**Program Title: SEAPORT SECURITY ANTITERRORISM TRAINING PROGRAM
(SSATP)***

Program Description: This security and antiterrorism-oriented program is designed for the individual, normally a mid-level manager or first-line supervisor, with security and contingency planning duties and responsibilities associated with a seaport. A simulated crisis management and staff exercise provides an opportunity to deal with realistic problem-solving issues. Guest speakers with specialized expertise are used throughout the program.

Subjects include:

- ☐ Bombs and Explosive Devices
- ☐ Contemporary Terrorism
- ☐ Criminal Information/Intelligence
- ☐ Crisis Management
- ☐ Crisis Management Practical Exercise
- ☐ Environmental Extremists
- ☐ Hazardous Materials Security
- ☐ Hostage Situations
- ☐ Introduction to Seaport Security
- ☐ Introduction to Terrorism
- ☐ Media Considerations
- ☐ Physical Security Equipment

- ☐ Port Survey and Inspections
- ☐ Security and Contingency Planning
- ☐ Smuggling Interdiction
- ☐ Tactical Considerations
- ☐ Threat and Risk Analysis
- ☐ Weapons of Mass Destruction

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be assigned to duties directly related to security and contingency planning of a seaport. The program is available to law enforcement officers, security personnel (public and private sector under special circumstances), and military personnel.

Program Title: WEAPONS OF MASS DESTRUCTION TRAINING PROGRAM (WMDTP)

Program Description: The WMDTP program is a train-the-trainer program that is designed to offer awareness training for the first responding officers to a nuclear/radiological, biological, or chemical incident. A simulated exercise will provide students with an opportunity to deal with realistic problem-solving issues. Guest speakers with specialized expertise are also used throughout the program.

Courses include:

- ☐ Biological Agents and Physiological Effects
- ☐ Bomb and WMD Threat Management
- ☐ Chemical Agents and Physiological Effects
- ☐ Conventional Explosives as WMD
- ☐ Delivery and Dissemination Devices (w/Presentations)
- ☐ Detection and Identification of CBR Agents
- ☐ Downwind Hazard Analysis
- ☐ Evidence Collection and Crime Scene Preservation
- ☐ Explosive and Dissemination Demonstration
- ☐ Introduction to Weapons of Mass Destruction
- ☐ Managing a WMD Attack: Role of First Responders
- ☐ Medical Management of WMD Incidents
- ☐ Nuclear Devices and Radiological Weapons
- ☐ Overview of Terrorism
- ☐ Personal Protection Equipment and OSHA Planning for WMD Incidents
- ☐ Practical Exercise/Debriefing
- ☐ Principles of Decontamination

Length of Training: 4 ½ class days

Prerequisites for Attendance: Applicants must be assigned to duties directly related to the duties directly related to the training subject matter; individuals should be certified trainers by their agencies' standards.

DRIVER AND MARINE DIVISION



DRIVER AND MARINE DIVISION

The Driver and Marine Division (DMD) train officers/agents to operate emergency vehicles in the law enforcement environment. Curriculum ranges in complexity from basic law enforcement drivers training to specialized skills and tactics for those officers/agents with high threat assignments. The DMD also supports other divisions and organizations in basic and advanced training where a driving requirement exists. The dedicated DMD staff tirelessly pursues best practices, delivery methods and state-of-the-art equipment.

The Marine Training Branch, located within the DMD, conducts a variety of boat operation courses to include, basic of law enforcement boat handling, and advanced vessel operations. Both the Driver and Marine branches take great pride in their ability to rapidly develop essential training for our Partner Organizations with critical time sensitive needs.

The DMD has responsibility over several advanced training programs to include:

- ☐ Advanced Driver Instructor Training Program (ADITP)
- ☐ Advanced Vehicle Stops Training Program (AVSTP)
- ☐ Boat Operator Anti-Terrorist Training (BOAT)
- ☐ Driver Instructor Training Program (DITP)
- ☐ Inland Boat Operators Training Program (IBOT)
- ☐ Maine Law Enforcement Training Program (MLETP)
- ☐ Police Bicycle Training Program (PBTP)
- ☐ Police Pursuit Issues for Managers and Supervisors (PPIMS)
- ☐ Vehicle Ambush Countermeasures Training Program (VACTP)

For enrollment information, contact your agency training officer or your agency on-site representative at FLETC through the appropriate chain of command. Applicants from entities other than Federal agencies may contact the FLETC through:

Chief
Office of State and Local Law Enforcement Training
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 393
Glynco, GA 31524
Telephone Number: (912) 267-3145
Toll Free Number: (800) 743-5382
FAX Number: (912) 267-2894

Program Title: ADVANCED DRIVER INSTRUCTOR TRAINING PROGRAM (ADITP)

Program Description: This program provides advanced training to instructors involved in driver training for law enforcement professionals. It enhances instructor skills and knowledge in the areas of technology, range design, tactical driving, and special purpose vehicles. In addition, it will help the instructor to design, develop, and validate training curriculum and evaluation standards.

The program includes:

- ☐ Developing Position Papers
- ☐ Identifying and Resolving Training Problems
- ☐ Instructing High Center of Gravity Vehicles
- ☐ Instructing Precision Immobilization Technique
- ☐ Instructing Pursuit Termination Techniques
- ☐ Pursuit Ideologies
- ☐ Range Design and Validation
- ☐ Systems Approach to Training
- ☐ Training Technology

Length of Training: 9.5 instructional days in length.

Prerequisites for Attending: Applicants must have completed or graduated from a recognized, law enforcement driver instructor training program.

Program Title: ADVANCED VEHICLE STOPS TRAINING PROGRAM (AVSTP)

Program Description: The Advanced Vehicle Stops Training Program (AVSTP) is designed to expand the knowledge and skills of law enforcement officers who have vehicle stop experience. The program will focus on sharpening law enforcement officer's skills and tactics to minimize the risks that exist during risk and high risk vehicle stops and vehicle encounters. Various courses explain these principles and techniques in the classroom before students participate in the actual laboratories and practical exercises.

Topics covered in this training are as follows:

- ☐ Advanced Vehicle Stops and Encounters
- ☐ Atypical Vehicle Stops and Encounters
- ☐ Contemporary Vehicle Stops and Encounters
- ☐ Fourth and Fifth Amendment Issues
- ☐ High-Risk Vehicle Stops and Encounters
- ☐ Risk and Transitional Stops and Encounters

Length of Training: 3 instructional days in length and consists of twenty-eight (28) course hours.

Prerequisites for Attending: Students attending the program must have successfully completed a basic law enforcement training program and have field experience as a sworn law enforcement officer.

Program Title: BOAT OPERATORS ANTI-TERRORISM TRAINING (BOAT) PROGRAM

Program description: The BOAT program is designed to instruct the experienced marine law enforcement officer in advanced skills required to operate vessels in anti-terrorism/port security operations. This course of instruction provides students the skill to recognize potential terrorism targets, possible delivery methods and actions which might indicate terrorist or criminal activity. It instructs the use of accepted terminology and tactics consistent with the U.S. Department of Homeland Security standards and U.S. Coast Guard policy and procedures.

Topics covered:

- ☐ Boat Tactics Static Security Zone
- ☐ Boat Tactics Moving Security Zone
- ☐ The Strategic Maritime Threat
- ☐ Tactical Electronics
- ☐ Maritime Law

Length of Training: 5 class days (includes one night underway laboratory)

Prerequisites for Attending: The student must be a current marine law enforcement officer with at least one year experience as a marine law enforcement vessel operator. They must be capable of maintaining control of a vessel while conducting high speed maneuvers in close proximity to other vessels or obstructions. Students must be in good physical condition, capable of meeting established FLETC Practical Exercise Performance Requirements (PERPS) while enduring long periods of strenuous underway boat operations.

Program Title: DRIVER INSTRUCTOR TRAINING PROGRAM (DITP)

Program Description: The Driver Instructor Training Program (DITP) was developed to train instructors employed with Federal, state and local law enforcement agencies in driver training subject matter. The DITP is a Center Advanced program specifically designed to train law enforcement officers in the principles, philosophies and techniques of teaching law enforcement driver instructor curriculum.

The program includes:

- ☐ Classroom Presentation Procedures
- ☐ Instructing Pursuit Driving
- ☐ Instructional Aids
- ☐ Instructional Methods
- ☐ Instructional Systems Design
- ☐ On-Range Instruction
- ☐ Police Vehicle Maintenance and Awareness
- ☐ Presentation Graphics
- ☐ Project Assignments
- ☐ Range Facilities and Technology
- ☐ Teaching Emergency Response Driving
- ☐ Teaching Evasive Driving and Accident Avoidance
- ☐ Teaching Night Driving and Night Pursuit Driving
- ☐ Teaching Non-Emergency Vehicle Operation
- ☐ Teaching Problem Drivers

- ☐ Teaching Skid Control
- ☐ Training Risk Assessment and Management
- ☐ Vehicle Dynamics

Length of Training: 10 instructional days in length and consists of seventy-two (72) course hours.

Prerequisite for Attending: 1. Be employed in law enforcement or law enforcement related positions and have assigned duties that require knowledge of the subject matter.

2. Be actively engaged in, or expected to be assigned as a driver training instructor for their organization.

3. Be in good physical condition, possess a valid driver's license, and have knowledge of basic vehicle dynamics and law enforcement driving operations.

4. Be a graduate of an instructor training program or provide certification from a commanding officer that requisite skills and experience in instruction are possessed.

Program Title: INLAND BOAT OPERATORS TRAINING PROGRAM (IBOT)

Program Description: The Inland Boat Operators Training Program (IBOT) is recognized as a minimum requirement of training for officers with little or no experience in waterborne enforcement assignments or in operating a patrol vessel on inland waterways. The purpose of the IBOT is to train officers and agents in the required knowledge of piloting a patrol craft on inland waters, operate a patrol craft as described by the navigation rules, operate marine electronics for a patrol craft during day and night time conditions and to safely trailer one's patrol craft. The marine environment necessitates modifying accepted tactics used on shore and introducing them as new practical tactics on the water. Boats offer no room to retreat from aggressive suspects and there is little or no cover and concealment. The new Inland Boat Operators Training Program will familiarize the officer who has limited responsibilities on the water to gain confidence and control when conducting law enforcement from a waterborne venue.

Topics covered in this training are as follows:

- ☐ Boarding Procedures
- ☐ Docking and Maneuvering
- ☐ Emergency Procedures
- ☐ Environmental Stress
- ☐ Inland Rules of the Road
- ☐ Introduction to GPS
- ☐ Introduction to Radar
- ☐ Marlinespike Seamanship
- ☐ Nautical Terminology
- ☐ Navigation Rules
- ☐ Piloting and Aids to Navigation
- ☐ Preventive Maintenance
- ☐ Safety and Emergency Equipment
- ☐ Trailering
- ☐ Vessel Handling

Length of Training: 4.5 instructional days in length.

Prerequisites for Attending: For acceptance into the program, applicants must be Federal law enforcement officers/agents and graduates of basic law enforcement programs or academies. State and local law enforcement students may attend on a space-available basis. All applicants must be recommended by their supervisors or other agency official and be currently assigned to a marine law enforcement unit.

Program Title: MARINE LAW ENFORCEMENT TRAINING PROGRAM (MLETP)

Program Description: The MLETP provides basic marine law enforcement training for officers/agents of those agencies and organizations involved in the specialized areas of marine regulation, protection, and law enforcement responsibilities. The major emphasis of this comprehensive training program is on the safe and proper operation of marine patrol vessels, with specific training in law enforcement operations.

Topics covered in this training are as follows:

- ☐ Nautical Terminology
- ☐ Marlinspike Seamanship
- ☐ Safety & Emergency Equipment
- ☐ Navigational Rules
- ☐ Meteorology & Heavy Weather
- ☐ Officer Survival Afloat
- ☐ Aids to Navigation
- ☐ Vessel Handling
- ☐ Pursuit, Stop & Approach of a Vessel
- ☐ Emergency Procedures
- ☐ Boarding Procedures
- ☐ Chart Interpretation
- ☐ Piloting and Dead Reckoning
- ☐ Global Positioning System
- ☐ Introduction to Radar
- ☐ Vessel Intercepts
- ☐ Environmental Stress
- ☐ Vessel Identification
- ☐ Motorboat Trailing
- ☐ Marine Communications
- ☐ Preventative Maintenance
- ☐ Waterborne Arrest Techniques

Length of Training: 19 class days (includes two night underway laboratories)

Prerequisites for Attending: For acceptance into the program, applicants must be Federal law enforcement officers/agents and graduates of basic law enforcement programs or academies. State and local law enforcement students may attend on a space-available basis. All applicants must be recommended by their supervisors or other agency official and be currently assigned to a marine law enforcement unit.

Program Title: POLICE BICYCLE TRAINING PROGRAM (PBTP)

Program Description: The Police Bicycle Training Program (PBTP) is designed to train police bicycle

officers in the principles, philosophies and techniques of law enforcement on bikes. The PBTP will equip the police cyclist with the skills, techniques, operational principles and legal considerations to ensure the safe operation while patrolling on a police bicycle. At the completion of the program, students will have achieved levels of competency that will enable them to successfully operate a bicycle in a law enforcement environment.

The program includes:

- ☐ Bicycle Injury/Lifestyle Management
- ☐ Bicycle Maintenance
- ☐ Bicycle Nomenclature and Pre-ride Preparation
- ☐ Bicycle Techniques and Tactics
- ☐ Bicycling Skills
- ☐ Duty Ride
- ☐ Hazard Recognition and Negotiation
- ☐ Night Ride Orientation
- ☐ Night Ride Patrol Procedures
- ☐ Rules of the Road
- ☐ Situation Response for the Police Cyclist

Length of Training: 5 instructional days in length and consists of forty-six (46) course hours.

Prerequisites for Attending: Students must be employed in law enforcement or law enforcement related positions and have assigned duties that require knowledge of the subject matter. Students must be in good physical condition and able to withstand 46 hours of rigorous training.

**Program Title: POLICE PURSUIT ISSUES FOR MANAGERS AND SUPERVISORS
SEMINAR (PPIMS)**

Program Description: This program will train Managers and Supervisors to better address issues involving vehicle pursuit, and aid managers to better evaluate, develop, and revise policies dealing with pursuit. The program addresses the Managers and Supervisor's responsibilities during pursuits and the explosive issue of concluding the pursuit safely. Further, the program discusses the critical need for training that will insure compliance with pursuit policies.

Topics covered in the training:

- ☐ Management and Supervisory Concerns and the Critical Incident Response team
- ☐ Tactics and Technology for Stopping Pursuits
- ☐ Pursuit After Action Reports and Procedures
- ☐ Training the Pursuit Policy
- ☐ Pursuit Philosophies of Today
- ☐ Critical Elements of Pursuit Policies
- ☐ Responses to Stress During and After the Pursuit
- ☐ State and Federal Legal Issues of Vehicle Pursuit

Length of training: 2.5 instructional days in length and consists of twenty (20) course hours.

Prerequisite for attendance: Students must be employed in law enforcement or related positions and require knowledge of the subject matter.

Presented by the Driver and Marine Division
Federal Law Enforcement Training Center
Glynco, GA
1-800-74FLETC or 912-267-3235
FAX 1-912-267-2417

Contact for additional information: Senior Instructor Pete Peterson at (912) 267-3096 ppeterso@dhs.gov.

**Program Title: VEHICLE AMBUSH COUNTERMEASURES TRAINING PROGRAM
(VACTP)**

Program Description: The Vehicle Ambush Countermeasures Training Program (VACTP) trains law enforcement officers who are experienced drivers in the tactics and skills needed in protecting dignitaries during vehicle ambushes and assassination attempts. The students learn the appropriate countermeasures to use during vehicle ambushes including: J-turns; tactical ramming; 3-point and y-turns; push-out; drive through; and driver-down drills. Students receive information about trends and techniques from contemporary assassinations through case studies.

This program includes:

- ☐ Advanced Technical Driving
- ☐ Operating High Center of Gravity Vehicles
- ☐ Motorcade Tactics
- ☐ Multi-Vehicle Precision Driving
- ☐ Offensive Driving
- ☐ Precision Immobilization Technique
- ☐ Pre-Operational Vehicle Security Inspection
- ☐ Vehicle Handling Skills
- ☐ Vehicle Ambush and Assassination Studies
- ☐ Vehicle Ambush Scenarios

Length of Training: 4.5 instructional days in length and consists of thirty-six (36) course hours.

Prerequisites for Attending: None.

ENFORCEMENT OPERATIONS DIVISION



ENFORCEMENT OPERATIONS DIVISION

COURSE DESCRIPTION AND OBJECTIVES

The mission of the Enforcement Operations Division is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, operational aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement operations. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork. The Division staff provides classroom presentations and practical exercises in such vital areas as conducting surveillance, executing search warrants, using technical investigative equipment and conducting undercover operations. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal law enforcement are taught to every basic law enforcement student, whether in a police or criminal investigator training program. The Enforcement Operations Division is constantly alert to changing procedures, techniques, and operational concepts and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis. Courses taught by the Division in the Criminal Investigator Training Program include: Continuous Case Investigation, Criminal Investigations/Case Management, Execution of a Search Warrant, Informants, TSA Regulations, Surveillance, Operational Planning, Questioned Documents, Report Writing, Undercover Operations, Use of Force Policy, Unified Training Principles, and Undercover Operations Technical Investigative Equipment.

Additional courses taught by this Division in other Center programs include: Introduction to Criminal Investigations, Radio Communications, Vehicle Search, VIP Protection, Operational Skills and Patrol, Orientation to Federal Law Enforcement Agencies, Rural Surveillance, and Investigative Techniques.

For further information, please contact:

Division Chief
Enforcement Operations Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 399
Glynco, GA 31524
Telephone: (912) 267-2599
Fax: (912) 267-3517

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: FIELD TRAINING EVALUATION PROGRAM (FTEP)

Program Description: The FTEP is designed to qualify the student to be a field training agent or officer. The course takes traditional field training evaluation programs to the next level by emphasizing leadership, mentoring and adult learning as well as the traditional technical skills needed by a field training officer / agent. In addition, this course is specifically designed to accommodate uniformed law enforcement officers and special agent, investigator, detective trainees. The course covers procedures, techniques, legal concerns, and general problems associated with training a new, probationary agent/officer. The program focuses on the role of the field trainer and emphasizes evaluation skills and documentation requirements. Combining classroom lectures and exercises and practical applications in the program allows students to better comprehend the various field training procedures.

Courses include:

- ☐ Goals and Objectives
- ☐ Adult Learning Principles
- ☐ Training Methodologies
- ☐ DISC
- ☐ Ethics and Values
- ☐ Liability
- ☐ Field Training Documentation
- ☐ Remedial Training Procedures
- ☐ Roles and Expectations of the Field Trainer
- ☐ Situational Leadership
- ☐ Standard Evaluation Guidelines
- ☐ Use of Force Refresher

Course Requirements: Attend and successfully complete all components of training. Late arrivals and early dismissals are not permitted.

Length of Training: 5 class days

Prerequisites for Attendance: Attendee will be required to complete an online DISC assessment prior to the beginning of the course. Those officers/agents selected for the training should have a minimum of 2 years field/street experience to be selected as a Field Trainer.

Registration: FLETC Office of Training Support/TAC
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Glynco, GA 31524
(912) 267-2421

Additional Information: Multiple lodging options are available at the FLETC to include meals, call 912-267-2421 for details.

Questions concerning the course or export training may be directed to the Enforcement Operations Division (912) 267-2599, Program Specialist Scott Dahl (912) 267-2606, or Branch Chief Kevin Brogan (912) 267-2995.

Program Title: INTRODUCTION TO CRIMINAL INVESTIGATION TRAINING PROGRAM (ICITP)

Program Description: The ICITP is designed to acquaint the non-criminal investigator student with the procedures, techniques, legal concerns, and general problems associated with a criminal investigation. The program focuses on the role of the criminal investigator and emphasizes interviewing skills and legal requirements. Combining classroom lectures and practical exercises in the program allows students to better comprehend the various investigative procedures.

Courses include:

- ☐ Administrative Law
- ☐ Courtroom Evidence
- ☐ Court Testimony
- ☐ Description & Identification
- ☐ Federal Court Procedures
- ☐ Federal Criminal Law
- ☐ Fourth Amendment
- ☐ Government Employee Rights
- ☐ Informants
- ☐ Interviewing
- ☐ Interviewing Laboratory
- ☐ Introduction to Criminal Investigations
- ☐ Investigative Report Writing
- ☐ Investigative Techniques
- ☐ Major Case Management
- ☐ Methods & Techniques of Money Laundering
- ☐ Officer Liability
- ☐ Privacy Act/FOIA
- ☐ Questioned Documents
- ☐ Victim Witness Awareness

Length of Training: 9 class days

Prerequisites for Attendance: Although the ICITP provides an overview of the criminal investigative process and focuses on the role of the criminal investigator, it is designed for noncriminal investigator personnel. Specifically in mind are regulatory and compliance inspectors, paralegals, auditors, technical personnel, and others who might assist in a criminal investigation, be required to testify in a criminal matter, or refer a matter to court for criminal investigators.

Program Title: USE OF FORCE INSTRUCTOR TRAINING PROGRAM (UOFITP)

Program Description: This two week course is designed for law enforcement officers, trainers, attorneys and policy makers. It is designed for those who advise law enforcement officers or agents, revise or develop use of force policy, conduct use of force training, and evaluate use of force incidents. This course is not solely intended to show students how to use force but also to show students appropriate methodology in teaching use of force and evaluating use of force incidents.

This program will show students how to develop and implement Use of Force training using dynamic and interactive principles. The student will learn via hands-on participation and demonstration about use of force applications, documentation, court testimony, expert witness, safety issues, scenario development, non-lethal training ammunition use, logistical support, performance testing, planning, design and the proper execution of interactive use of force training. The students will be expected to not only demonstrate proficiency in use of force principles and case law, but also articulate both verbally and in writing facts that justify a particular use of force. The students will also evaluate other student's use of force, teach a 30 minute class and answer questions from an oral board that will consist of questions that students should be expected to ask.

The students will be required to perform the written and verbal articulation exercises recognizing that managers, trainers, and legal advisors are often in a position to provide written or verbal analysis of use of force in various legal and administrative settings, develop policy and training curriculum, and interact with other agencies during training and policy development.

Program Requirements:

- ☐ Attend and successfully complete all components of training. Late arrivals and early dismissals are not permitted.
- ☐ Written test (80% passing requirement), practical exercises on teaching, testifying, report writing and evaluation, and an oral board (pass/fail).

Length of Training: 10 class days

Registration: FLETC Office of Training Support/TAC
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Glynco, GA 31524
(912) 267-2421

Additional Information: Multiple lodging options are available at the FLETC to include meals, call 912-267-2421 for details.

Questions concerning the course or export training may be directed to the Enforcement Operations Division (912) 267-2599, Course Coordinator Charles Norman (912) 267-2783.

FIREARMS DIVISION



FIREARMS DIVISION

The mission of the Firearms Division (FAD) is to provide quality training in the safe handling, proficient application, and justifiable use of firearms. The firearms training programs are administered to all basic and advanced law enforcement officers. In addition, FAD has developed several advanced Instructor Training and proficiency programs including:

- ☐ Firearms Instructor Multiple Weapons Training Program (FIMWTP)
- ☐ Firearms Instructor Refresher Training Program (FIRTP)
- ☐ Firearms Instructor Training Program (FITP)
- ☐ Instructor Techniques for Non-Lethal Training Ammunition (ITNTA)
- ☐ Law Enforcement Rifle Training Program (LERTP)
- ☐ Precision Rifle Observer Program (PROP)
- ☐ Reactive Shooting Instructor Training Program (RSITP)
- ☐ Survival Shooting Training Program (SSTP)

These specialized programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing and coordinating agency firearms requalification exercises.

BASIC PROGRAMS

The basic firearms training programs offered by FAD range from 30 to 64 hours. The courses that comprise the basic curriculum are conducted in four phases:

Phase I – Theories and Techniques of Survival Shooting (TTSS)

Phase II – Survival Shooting Application (SSA)

Phase III – SSA Qualification & Semiautomatic Pistol Performance Practical Exercise

Phase IV – Specialty Courses (JPS-Situational Response)

The Firearms Division staff is committed to providing safe, realistic training that is responsive to the needs of all law enforcement personnel.

For further information, please contact:

Division Chief
Firearms Division
Office of Training Operations
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Building 221
Glynco, Georgia 31524
Telephone: 912-267-2278
FAX: 912-267-3506

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: FIREARMS INSTRUCTOR MULTIPLE WEAPONS TRAINING PROGRAM (FIMWTP)*

Program Description: The FIMWTP is designed to train the experienced Firearms Instructors in several advanced firearms-related subjects. The program content emphasizes the principles, techniques, and tactics employed when using a shoulder weapon (long arm) as a primary weapon and a side arm as a secondary weapon. Also addressed in the training are shoulder weapon retention and take-away techniques.

Courses include:

- ☐ Advanced Handgun/Shotgun Stress
- ☐ Advanced Shotgun
- ☐ Ammunition Deflection and Penetration
- ☐ Basic Shotgun Review
- ☐ Firearms Safety Briefing
- ☐ M-16 Rifle
- ☐ Running Man Move and Shoot
- ☐ Shotgun Reduced Light/Night Fire
- ☐ Submachine Gun
- ☐ Weapons Maintenance

Length of Training: 4.5 class days

Prerequisites for Attendance: For acceptance into the program, the instructor must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening; have completed the FLETC FITP, NRA, USSS, FBI or other recognized firearms instructor training school; have been a firearms instructor for a minimum of one year; and currently be a firearms instructor.

Program Title: FIREARMS INSTRUCTOR REFRESHER TRAINING PROGRAM (FIRTP)*

Program Description: The purpose of the FIRTP is to update active firearms instructors with current firearms methodologies, policies and procedures. The program is also designed to introduce and discuss contemporary firearms trends and techniques. The students are required to develop a dynamic course of fire, demonstrate instructor skills and successfully complete all course objectives through hands-on participation.

Courses include:

- ☐ Advanced Shotgun Applications
- ☐ Dynamic Cover Drills
- ☐ Instructor Liability
- ☐ Interactive Cover Drills
- ☐ Interactive Judgment Drills
- ☐ Introduction to Dynamic and Interactive Course Development

- ☐ JPS Applications
- ☐ Range/Off-Range Safety
- ☐ Situation Response
- ☐ Static Course Development
- ☐ Subdued Light Techniques

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; have graduated from a Firearms Instructor School presented by such organizations as the FLETC, NRA, FBI/DEA, USSS or equivalent; be in good physical condition; actively engage in firearms training; be agency-designated as a firearm's instructor; and currently serving as a full-time law enforcement officer. The Program Manager also recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year since graduation from a firearms instructor school.

Program Title: FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)*

Program Description: The FITP provides a specific curriculum of training addressing the needs and requirements of a firearms instructor. These instructors serve as their agency point of authority in the safe conduct of agency firearms qualification programs. Various instructional methodologies including conferences, lectures, role playing, demonstrations, discussions, and practical exercises are used during the FITP.

Topics include:

- ☐ Advanced Handgun/Shotgun Stress
- ☐ Advanced Shotgun Techniques
- ☐ Basic Marksmanship Instruction
- ☐ Downed/Disabled Officer Course
- ☐ Dual Assailant
- ☐ Firearms Safety Rules and Regulations
- ☐ Handgun/Shotgun Stress
- ☐ Indoor Reduced Light
- ☐ Instinctive Reaction
- ☐ Instructional Techniques
- ☐ Instructor Liabilities
- ☐ Judgment Pistol Shooting
- ☐ Officer Survival
- ☐ Off-Range Safety
- ☐ On-line Instruction
- ☐ On-line Instruction with Basic Students
- ☐ Preventing Injury and Illness on Ranges
- ☐ Range Organization and Administration
- ☐ Rifle Lecture/Laboratory
- ☐ Semiautomatic Lecture/Laboratory

- ☐ Situation Response Exercises
- ☐ Submachine Gun Familiarization
- ☐ Survival Shooting Techniques
- ☐ Target Analysis
- ☐ Trauma Management
- ☐ Use of Cover Drills

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; experience in, or possess the potential for, presenting instructional material to law enforcement personnel; qualified in parent agency course of fire; actively engaged in, or expected to be detailed as, a firearms instructor for parent organization; be in good physical condition; and currently serve as a full-time law enforcement officer.

**Program Title: INSTRUCTOR TECHNIQUES FOR NON-LETHAL TRAINING
AMMUNITION (ITNTA)***

Program Description: The ITNTA is designed to assist the law enforcement trainer (LET), either firearms or use of force instructors, with the design and implementation of firearms-related, scenario-based training using non-lethal training ammunition (NLTA). The LET student will be assigned to a multi-person team tasked with the development and implementation of a variety of training exercises using *SIMUNITION FX* marking cartridges or similar NLTA. The program also requires the successful completion of a written, multiple-choice examination.

Courses include:

- ☐ Guidelines for Role Players
- ☐ Interactive Training
- ☐ NLTA Supplement to Training
- ☐ Personnel for Conducting Interactive Training with NLTA
- ☐ Phases of Training
- ☐ Scenario Development and Other NLTA Applications
- ☐ Survival Stress, Mental Preparation and Crisis Rehearsals
- ☐ Training Weapons, Ammunition, Protective Equipment, Facilities and

Length of Training: 3.5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; is an agency designated firearms or use of force instructor who has graduated from an instructor training program as an instructor; and currently serving as a full-time law enforcement officer. The Program Manager recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year experience as either a firearms or use of force instructor, with sufficient knowledge of agency and job requirements to effectively formulate and evaluate training program objectives.

Program Title: LAW ENFORCEMENT RIFLE TRAINING PROGRAM (LERTP)*

Program Description: The LERTP is a training program for the law enforcement officer (LEO) who has responsibility for carrying a semiautomatic rifle for duty related incidents. The program is designed to further enhance rifle skills and proficiency in field application. This is a basic long arm course that targets the person who has limited rifle skills. Portions of the LERTP will be conducted at the Department of the Army, Ft. Stewart Long Range Facility. Classes are limited to 12 students.

Courses include:

- ☐ Assembly/Disassembly
- ☐ Cold Bore Shots
- ☐ Cycle of Operation
- ☐ Data Book/Records Keeping
- ☐ Effects of Weather/Wind
- ☐ Elevated Shooting
- ☐ Firearms Safety Briefing
- ☐ Long Range Shooting
- ☐ Moving Target Shooting
- ☐ Position Shooting
- ☐ Reduced Light Shooting
- ☐ Rifle Ballistics
- ☐ Rifle Nomenclature
- ☐ Weapon Maintenance
- ☐ Shooting Fundamentals
- ☐ Shot Placement on Humans
- ☐ Sight-In Techniques
- ☐ Tactical/Decision Courses of Fire

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; be in good physical condition; have completed a basic law enforcement academy; and be presently employed by a law enforcement agency as a sworn LEO, or as an agency instructor.

Program Title: PRECISION RIFLE OBSERVER PROGRAM (PROP)*

Program Description: The PROP is an advanced scope rifle training program. The program targets individual law enforcement officers (LEO) who have responsibilities in the possible deployment and usage of a scope rifle weapon system. The program has several mission statements which follow scenarios from the call out to a possible shot being fired. Students have the option to choose the training situations from a list of critical incident situations. Portions of this program include the use of the Department of the Army, Ft. Stewart Sniper Training Facilities. Classes are limited to 12 students and will revolve around a two-person rifle/observer team.

Courses include:

- ☐ Advanced Rifle Ballistics

- ☐ Counter Sniper Tactics
- ☐ Crisis Site Scenarios (Beginning to End Some Live Fire)
- ☐ Data Book/Cold Bore Shot
- ☐ Elevation Shooting/Varying Distances
- ☐ Equipment Overview
- ☐ Glass Deflection Demo/Drill
- ☐ Moving Target Drills
- ☐ Observation Techniques/Tactical Approach
- ☐ Observer Semiautomatic Rifle Familiarization
- ☐ Quick Reaction Drills
- ☐ Reduced Light Shooting
- ☐ Safety Rules/Regulations
- ☐ Selection and Occupation of Positions
- ☐ Unknown Distance Course Out to 600 Yards

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; must be in good physical condition; have completed a basic law enforcement academy; have completed a basic sniper or rifle training program; and be presently employed by a law enforcement agency as a sworn law enforcement officer, or as an agency instructor.

Program Title: REACTIVE SHOOTING INSTRUCTOR TRAINING PROGRAM (RSITP)*

Program Description: The RSITP enables new firearms instructors and field instructors to learn to teach Reactive Shooting. Reactive Shooting has been adopted by a number of federal agencies. It is expected the technique will continue to grow and will be adopted by other agencies. Intensive in nature, the training uses lecture, demonstration, laboratory exercises and student demonstrated proficiency by completing a qualification course of fire to the RSITP standard.

Topics include:

- ☐ Firearms Safety Rules Regulations
- ☐ Offering Safety
- ☐ Pistol Descriptions
- ☐ Reactive Shooting for Instructors
- ☐ Reactive Shooting Graded PE
- ☐ Reactive Shooting Scenarios with NLTA

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening; have completed a recognized firearms instructor training program; must be an active firearms instructor. Students are encouraged to bring their agency issued carry weapon, holster, and other equipment.

Program Title: SURVIVAL SHOOTING TRAINING PROGRAM (SSTP)*

Program Description: The SSTP is a dynamic training program designed to train LEOs concepts in

survival/reaction shooting skills. Once the officers develop these skills, they will learn to apply them in a variety of stressful, practical situations. Within the eight (8) day training program, the officer will employ several different types of weapons including pistols, shotguns and submachine guns. The student will learn how to apply reaction shooting concepts to virtually any handgun or shoulder weapon. The student will learn to apply marksmanship principles in a much faster time frame without sacrificing accuracy. Ultimately, the SSTP is designed to prepare LEOs to survive an armed confrontation in a street situation.

Topics include:

- ☐ Emergency Distance Shooting
- ☐ Live-Fire Shoot House Drills
- ☐ Physical Effects of Stress
- ☐ Pivot Drills
- ☐ Reduced Light with Flashlight
- ☐ Running Man Drills
- ☐ Safe Weapons Handling
- ☐ Submachine Gun Drills
- ☐ Tactical Shotgun Drills
- ☐ Tactical Speed Shooting Drills
- ☐ Use of Cover Drills

Length of Training: 8 class days

Prerequisites for Attendance: The training is open to any full-time law enforcement officer who has completed at least a basic firearms' training program. The applicant must also be able to pass a FLETC health screening.

FORENSICS AND INVESTIGATIVE TECHNOLOGIES DIVISION



FORENSICS AND INVESTIGATIVE TECHNOLOGIES DIVISION

COURSE DESCRIPTION AND OBJECTIVES

The mission of the . Forensics and Investigative Technologies Division (FIT), is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, technical aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement functions. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork.

The Division staff provides classroom presentations and practical exercises in such vital areas as documenting a crime scene, obtaining classifiable suspect fingerprints, recognizing illegal narcotics, using investigative photography and investigating archeological resource crimes. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal law enforcement are taught to every basic law enforcement student, whether in a police, land management, inspector or criminal investigator training program. The Forensics and Investigative Technologies Division is constantly alert to changing procedures, techniques, and operational concepts, and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis.

Courses taught by the Division in the Criminal Investigator Training Program include: Aerosol Irritants, Crime Scene Investigation, Physical Evidence, Drugs of Abuse, Fingerprinting including the Automated Fingerprint Identification System, Law Enforcement Video and Photography. Additional courses taught by this Division in other Center programs include: Arson Investigation, Technical Investigative Equipment, Contraband Detection, Crowd Control, Sex Crimes Investigation, Death Investigation, Operational Skills Laboratory, Final Practical Exercises and Latent Prints.

For further information, please contact:

Division Chief
Forensics and Investigative Technologies Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 381
Glynco, GA 31524
Telephone: (912) 267-2815
Fax: (912) 267-3464

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: ADVANCED LAW ENFORCEMENT PHOTOGRAPHY TRAINING PROGRAM (ALEPTP)

Program Description: The ALEPTP is designed for experienced law enforcement officers and investigators who possess a basic knowledge of photography; a compact study in advanced investigative photography techniques and equipment is provided. Students will be required to demonstrate the specific knowledge and skills necessary for successful performance in the field. They also will be assisted in achieving a level of proficiency to successfully complete most investigative, identification, surveillance, or crime scene photographic assignments. This proficiency will come as a result of classroom instruction and practice on field problems involving the use of 35mm single lens reflex film and digital cameras, various lenses, light meters, films, flash units, night vision equipment, and digital cameras.

The major course areas of digital photography, day and night surveillance, color and black and white photography, and crime scene photography are presented by classroom lecture and practical exercises.

Courses include:

- ☐ Cameras and Meters
- ☐ Camera Systems
- ☐ Crime Scene and Arson Photography
- ☐ Digital Imaging
- ☐ Digital Photography
- ☐ Digitizing Film Negatives and Transparencies
- ☐ Flash Photography
- ☐ Night Vision Photography Equipment
- ☐ Photographic Surveillance Equipment and Techniques
- ☐ Special Films and Photoshop

Length of Training: 9 class days and nights

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary duty is investigative photography for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic photography. Partner organization personnel have first priority for selection.

Program Title: ARCHEOLOGICAL RESOURCES PROTECTION TRAINING PROGRAM (ARPTP)

Program Description: The ARPTP was developed by the FLETC together with the U.S. Forest Service, Bureau of Land Management, and the National Park Service. The course developers from these Federal agencies were experienced in the disciplines of both criminal investigation and archeology.

During the program, students participate in integrated lectures and discussions. Advanced and specialized training is offered to both the law enforcement officers and the archeologists in the same classroom setting. At other times, the participants are separated in order to provide law enforcement training to the archeologists and archeological training to the law enforcement officers. This program identifies the need for the team concept for archeological resource crime scene investigation.

Topics include:

- ☐ Archeological Crime Scene Investigation
- ☐ Case Studies
- ☐ Collecting and Trafficking Network
- ☐ Field Practical Exercise
- ☐ Prevention
- ☐ Relevant Laws
- ☐ Site Analysis

Topics presented to the archeologists include:

- ☐ Introduction to Federal Criminal Justice System
- ☐ Site Damage Assessment Report
- ☐ Testifying in Court

Topics presented to law enforcement officers include:

- ☐ Introduction to Archeology
- ☐ Surveillance Techniques
- ☐ Undercover Operations

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time, sworn law enforcement officers and archeologists employed by Federal, State or local governments.

Program Title: COVERT ELECTRONIC SURVEILLANCE PROGRAM (CESP)

Program Description: The CESP is designed to train the experienced law enforcement investigator in the proper use of technical investigative equipment in compliance with all applicable Federal legal procedures that govern audio -video surveillance activities. Participants learn the proper techniques for the operation, installation, and field maintenance of equipment and devices such as audio body recording microphones and connectors, RF agent safety transmitters and receivers, video cameras (including board cameras), and audio-video recording systems. This program concentrates exclusively on consensual monitoring situations and surveillance operations. *Non-consensual monitoring and associated applications will not be addressed by the TIE training program.*

Regulations concerning the use of technical investigative equipment vary considerably from state to state; therefore, this program concentrates only on applicable Federal requirements. All program participants are expected to be knowledgeable of the legal procedures of their respective states.

Topics include:

- ☐ Acoustics and Microphones
- ☐ Audio Body Wire Installation and Operation
- ☐ Audio Recorders

- ☐ Audio Work Copy Generation
- ☐ Basic Electronics
- ☐ Batteries and Power Packs
- ☐ Body Worn Video
- ☐ Cables and Connectors
- ☐ CCTV Applications and Night Vision
- ☐ Concealment Techniques
- ☐ Covert Video Installations
- ☐ Electrical Safety
- ☐ Equipment Maintenance and Inventory
- ☐ Federal Laws for Audio-Video Surveillance
- ☐ Radio Frequency and Antennas
- ☐ Receivers/Transmitters
- ☐ Site Survey
- ☐ Soldering/Field Repairs and troubleshooting
- ☐ The Threat of Countermeasures

Length of Training: 10 days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary or secondary duty includes working in the technical surveillance field for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic surveillance equipment and technology. Partner organization personnel have first priority for selection. Applicants must be full-time sworn law enforcement officers.

Program Title: COVERT ELECTRONIC TRACKING PROGRAM (CETP)

Program Description: Upon completion of this program of instruction the students will be able to evaluate case requirements and choose the appropriate type of tracking system; plan an installation of self-contained powered units; install units on several vehicles and recover the equipment. Both RF and GPS based units will be used and exercises will cover both. Students will successfully track RF beacons and recover GPS data.

Program Topical Areas

- ☐ Course Objectives/Introduction
- ☐ Legal Issues Covert Electronic Tracking (Legal Division)
- ☐ RF Tracking Theory
- ☐ Installation RF Systems
- ☐ Use of RF Systems
- ☐ Surreptitious Entry Vehicles
- ☐ Parasitic Power
- ☐ RF Tracking Lab
- ☐ GPS Tracking Theory
- ☐ GPS Tracking Systems
- ☐ GPS Tracking Lab

Length of Training: 5 days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary or secondary duty includes working in the technical surveillance field for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic surveillance equipment and technology. Partner organization personnel have first priority for selection.

Program Title: IP CAMERA PROGRAM (IPCP)

Program Description:

- ☐ Students will learn how to remotely install a camera in an office type environment or other locations that will transmit a video image either locally to a surveillance team or worldwide via the internet back to your office in a secure manner.
- ☐ Using a WI-FI enabled laptop and desktop computer, access remotely controllable cameras via the internet in a secure manner.
- ☐ Using a cellular air card and laptop computers access remote cameras for surveillance work.
- ☐ Using the CESP server the student will learn how install a wireless system can be installed to aid in training, surveillance and counterterrorism cases using this new and emerging surveillance tool.

Length of Training: 5 days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary or secondary duty includes working in the technical surveillance field for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic surveillance equipment and technology. Partner organization personnel have first priority for selection.

Program Title: MANAGING A TECHNICAL OPERATIONS PROGRAM (MTOP)

Program Description: This course is for law enforcement managers who supervise a technical surveillance unit or who have responsibility over technical operations, personnel, equipment or reporting. It will concentrate on legal issues of technical surveillance, evidence requirements, storage and standard operating procedures. The program is designed to assist managers in budgeting, equipment acquisition, training requirements and reporting. It will provide an overview of how audio and video equipment work and why proper maintenance and upkeep is so important.

Proposed Topics:

- ☐ Legal Issues of Technical Surveillance
- ☐ Evidence in a Technical Environment (Digital/Analog)
- ☐ Standard Operating Procedure Requirements
- ☐ Basic Understanding of Electronics, Power Supplies and Connectors
- ☐ Overview of Recorders, Transmitters, RF Theory, Microwave

- ☐ Overview of Video (Remote, IP, Concealment)
- ☐ Demonstration of Technical Equipment Capabilities and Inabilities (Tracking, IP cameras, remote surveillance cameras, long range photography with audio)
- ☐ Budgeting for Technical Operations/Equipment/Supplies
- ☐ Storage and Maintenance
- ☐ Site Surveys and Operational Planning
- ☐ Countermeasures Overview
- ☐ Training
- ☐ Sources of Information

Length of Training: 4 days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary or secondary duty includes working in the technical surveillance field for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic surveillance equipment and technology. Partner organization personnel have first priority for selection.

Program Title: REMOTE UNATTENDED VIDEO PROGRAM (RUVF)

Program Description: Upon completion of this program of instruction the students will be able to evaluate case requirements and choose the appropriate type of video surveillance equipment; plan an installation and construct a concealment; install video equipment and record evidence. Students will do this by using existing building wires, using various line transmission equipment, microwave equipment, remote controlled equipment and network equipment.

Program Topical Areas:

- ☐ Course Objectives/Introduction
- ☐ Legal Review Video and Video/Audio Surveillance (Legal Division)
- ☐ Video Formats and Recorders
- ☐ Hardwire Kit Lab
- ☐ Line transmission Systems
- ☐ Hardwire Exercise
- ☐ Fiber and Coax Systems
- ☐ Low Light Video
- ☐ Microwave Systems
- ☐ IP Cameras
- ☐ IP Camera Lab
- ☐ Drop Car Concealments
- ☐ Drop Car Concealment Lab
- ☐ Handling Digital Video Evidence
- ☐ Making Analog and Digital Copies of Video
- ☐ Outdoor Video Systems

Length of Training: 5 days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary or secondary duty includes working in the technical surveillance field for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic surveillance equipment and technology. Partner organization personnel have first priority for selection.

Program Title: WILDLAND FIRE ORIGIN AND CAUSE DETERMINATION (WFOCD)

Program Description: Wild land fires result in tremendous devastation of public resources and private property. The increasing incidence of wildland fires, especially those of an incendiary nature (arson), illustrates the need for a greater number of competently trained wildfire investigators. In recognition of this need, the FLETC, together with the U.S. Forest Service, the Bureau of Land Management, and the National Park Service, developed the WFOCD. This program is in accordance with the new National Wildfire Coordinating Group (NWCG) FI-210, Wildland Fire Origin & Cause Determination. Students will receive instruction and participate in discussions in several wild land fire investigation topic areas.

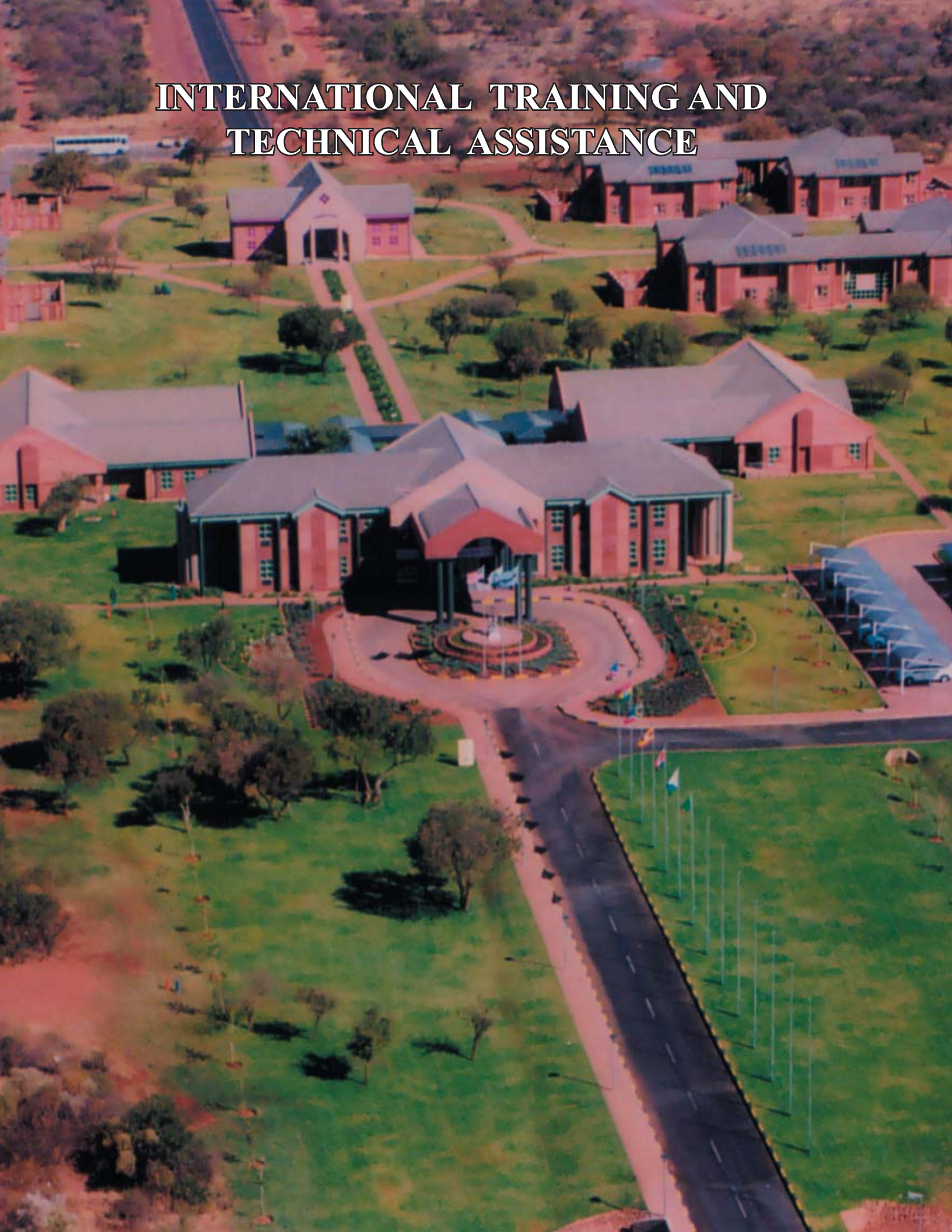
Courses include:

- ☐ Professional Standards for Fire Investigators
- ☐ Fire Investigator Certification Process
- ☐ Ignition Factors and Sources
- ☐ Fire Scene Evidence
- ☐ Fire Behavior and Burn Pattern Indicators
- ☐ Arson Recognition
- ☐ Fire Investigation Methodology
- ☐ Interviewing Witnesses
- ☐ Courtroom Testimony and Preparation

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time Federal law enforcement officers or other personnel employed by partner organizations who have significant responsibilities for investigation of wild land fires. Non-Partner Organization, State, and local personnel are admitted on a spaceavailable basis.

INTERNATIONAL TRAINING AND TECHNICAL ASSISTANCE



INTERNATIONAL TRAINING AND TECHNICAL ASSISTANCE (ITT)

Mission, History, Goals and Training

Our Mission...

To provide quality, cost-effective training designed to support and promote the ideas of law and democracy to international criminal justice professionals worldwide in accordance with United States policy.

Our History...

The Federal Law Enforcement Training Center (FLETC), a bureau within the Department of Homeland Security, was established in 1970 to provide basic law enforcement training for U.S. Federal agencies. Its mission was later expanded to include advanced and international training. Today FLETC provides training for more than 80 federal agencies and conducts international training around the globe.

In response to increased demands for training by international law enforcement communities, the FLETC created an international training component in 1994 known as the International Programs Division. The division now comes under the ITT and is responsible for coordinating and facilitating all FLETC sponsored or conducted international training. In addition, it manages the FLETC's International Law Enforcement Academy (ILEA) in Gaborone, Botswana and ILEA Latin America. The ITT also conducts Training Needs Assessments to assist countries and regions in identifying specific training needs and prioritizing the development and delivery of that training.

Our Goals...

- ☐ The development of international training programs and training curricula based on research, assessments, program review, and evaluation.
- ☐ The coordination, management, and delivery of training and technical assistance to international criminal justices audiences.
- ☐ Supporting the International Law Enforcement Academies efforts to provide education and training to foreign law enforcement and criminal justice officials.

Training Initiatives...

The ITT has been instrumental in developing and delivering a number of training programs to address specific training needs identified by an international law enforcement partner or through training needs assessments conducted by FLETC. Training is either offered at one of FLETC's campuses or when required exported to the country requesting the training.

In addition to offering training programs to the international law enforcement community FLETC also designs, develops, and delivers the new training programs for them. The program

development process uses the training needs assessment, curriculum development and curriculum review model. The goal of such a process is to customize the training to meet the needs and objectives of the international audience. The FLETC also provides technical assistance to aid in the design and development of training facilities and selection, installation, and operation of associated training equipment.

Training Development...

One of the primary challenges of the ITT has been delivery of training programs which meet the ever changing needs of the international law enforcement community. Long before the actual training occurs, much work goes into assessing training needs, defining learning objectives and developing curriculum. Program modifications are made in order to customize training that best fits the customer's needs. Even after a program has been delivered work on the program does not stop. Periodic curriculum review and evaluations are conducted to assess the pertinence and validity of the training. The Office of International Training takes an active role in communication and relations with international law enforcement organizations in their fight against transnational crime which affects citizens throughout the globe.

International Law Enforcement Academies...

ILEA Budapest

Established in 1995, ILEA Budapest serves countries within Central Asia and Eastern Europe. For more information please visit their website at: <http://www.usembassy.hu/ilea.htm>

ILEA Bangkok

The academy was established in 1998, as a training facility for countries within Southeast Asia. For more information please visit their website at: <http://www.ileabangkok.com>

ILEA Gaborone

Established in 2000, the ILEA trains police and legal professionals from the Sub-Saharan Africa region. The ILEA recently amended its charter to include participants from the east Africa countries of Kenya, Uganda, Ethiopia, Seychelles, and Djibouti. For more information please visit their website at: <http://www.ileagaborone.co.bw>

ILEA San Salvador

Establishment of an ILEA for Central and South America countries is in the initial stages of development.

Contact Information for the International Training & Technical Assistance...

Voice - (912) 280-5353
E-mail - FLETC-intlrqst@dhs.gov
Fax Number - (912) 267-2189

Mailing Address - Federal Law Enforcement Training Center
International Training & Technical Assistance
1131 Chapel Crossing Road
TH 387C
Glynco, Georgia 31524

LAW ENFORCEMENT LEADERSHIP INSTITUTE

Section I: *Future Trends in Crime: Law Enforcement in a Changing America*

- A. Older citizens/
older victims
- B. The geriatric
offender
- C. The aging
workforce

Proactive Strategies



Situational Leadership II Model



LAW ENFORCEMENT LEADERSHIP INSTITUTE

The Federal Law Enforcement Training Center Management Institute (LELI) is a Training Division in the FLETC Training Directorate with offices located in Townhouse 387A & B, Glynco, GA. LELI classes are conducted in a state-of-the-art conference facility that includes two classrooms, six breakout rooms and a student lounge area. The LELI staff designs, develops, coordinates and administers training programs for Federal law enforcement supervisors, managers and executives. Our goal is to provide our customers with training and development opportunities that address the leadership competencies needed to supervise and manage effectively in Federal law enforcement organizations. The learning methodologies used include lectures, small group discussions, case studies, problem-solving exercises, simulations, role-plays, and individual and group presentations. Many of our programs incorporate state-of-the-industry computer-generated management style inventories that provide participants with comprehensive feedback tailored to their individual needs.

The LELI training programs are unique in that they expressly confront the challenge of managing in the context of Federal law enforcement. Moreover, they bridge the gap between the widely available generic courses and the technical skills courses typically offered in-house by government organizations. The interagency training environment exposes participants to a variety of law enforcement organizations – promoting growth through shared leadership experiences while building effective interagency relationships so vital to the success of law enforcement organizations in today's world.

All of the training provided by LELI focuses heavily on the human capital development disciplines and the law enforcement mission and culture. LELI has partnered with nationally and internationally renowned experts on leadership, enabling LELI to deliver to its customers some of the best leadership training found anywhere. Further enhancing the effectiveness of its programs, LELI's courses have been customized to address the concerns and needs of the law enforcement community. This partnership has proven to be an investment that will continue to develop and prepare the next generation of law enforcement leadership for this nation.

To ensure that the specific needs and concerns of law enforcement supervisors and managers are addressed, LELI's management and instructional staff are themselves law enforcement managers. Many of the courses and programs that are taught require staff members to complete training and licensing requirements. Additionally, all of LELI's adjunct faculty and contractual instructors have either extensive law enforcement management experience or are recognized as subject matter experts in issues related to law enforcement leadership. The LELI staff is ready to assist law enforcement managers and supervisors in solving training problems.

For further information, please contact:

Law Enforcement Leadership Institute
FLETC
1131 Chapel Crossing Road
Glynco, GA 31524
Townhouse 387 A&B

Telephone Contact:

(912) 267-2988

Facsimile Contact:

(912) 267-2745

Program Title: LAW ENFORCEMENT MANAGERS' TRAINING PROGRAM (LEMTP)

Program Description: The Law Enforcement Managers' Training Program (LEMTP) provides law enforcement second-line supervisors and managers with the competencies needed to manage resources and lead people effectively. In the LEMTP law enforcement leaders learn and network with peers who share similar experiences, challenges, and other concerns facing law enforcement managers today. Using the results from three behavioral instruments administered in the program, participants gain a valuable understanding of their own behavioral styles and the impact of these styles on their colleagues, employees, and organizations—information that is indispensable for long-term effective leadership.

The skills taught in the LEMTP are aligned with the Office of Personnel Management's second-line leadership competencies that are tied directly to personal and organizational skills. It provides managers with tools to meet the complex problems of today's work environment. It also provides them with information to develop their cognitive abilities and the skills needed to carryout human capital leadership principles in their organizations.

LEMTP is sequenced in a way that a common thread continues from the LELI's Law Enforcement Supervisor Training Program into the LEMTP. This competency-driven program includes the following courses:

- ☐ Transition to Mid-Level Management
- ☐ Stress Management
- ☐ Conflict Resolution
- ☐ Managing Change
- ☐ Strategic Thinking
- ☐ Planning
- ☐ Media Relations
- ☐ Effective Writing
- ☐ Time Management
- ☐ Role of the Leader
- ☐ Creating a High Performance Climate
- ☐ Communications
- ☐ Legal Issues
- ☐ Developing an Effective Organization

Length of Training: 8 class days

Prerequisites for Attendance: This program is not intended for entry-level supervisors. It is designed for Federal law enforcement managers who have completed a first-line supervisory training program, such as the Law Enforcement Supervisor Leadership Training Program (LESLTP) or one who has served in an operational supervisory role.

Program Title: LAW ENFORCEMENT SUPERVISORS' LEADERSHIP TRAINING PROGRAM (LESLTP)

Program Description: This program is a career development tool that provides a unique opportunity for

law enforcement professionals to develop and refine their supervisory skills in a supervisory training program designed for law enforcement. The instructors in this program, all current or former supervisory law enforcement professionals, bring a unique understanding of the law enforcement culture and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

Participants in this program will learn how to apply basic leadership knowledge, skills, and abilities (KSAs) to attain the highest level of performance and accountability. This program develops the new law enforcement leader's skill base in three key enablers of human capital leadership: people, processes, and technology. The program focuses heavily on the most important enabler: people.

The leadership development journey begins with self assessment, and coming to the understanding that people are assets whose value can be enhanced through investment and understanding. The law enforcement leadership journey continues by helping the new leader to understand, and then align with the employing agency's vision, mission, future goals, core values and objectives. Through this process, participants learn to lead by example.

This program provides the students with the competencies needed to be effective as a leader in the law enforcement community. The KSA topical areas include leadership skills, communication skills, team building, conflict management, human capital resource management, legal responsibilities, stress management, workplace diversity, performance skills, briefing skills, and decision-making skills. Using their own life and work experiences, participants will explore these topics and develop skills through use of an adult learning model that employs lecture, laboratory and practical exercises, case studies, and self-directed learning.

Topical Competencies:

- ☐ Leadership Skills for the Future: Building a Law Enforcement Team for the 21st Century
- ☐ Leadership Through Understanding Behavioral Diversity
- ☐ Leadership Skills for Public Speaking
- ☐ Leadership and Understanding Stress in the Law Enforcement Culture
- ☐ Leadership and Performance Management in Law Enforcement
- ☐ Conflict Management for Law Enforcement Supervisors
- ☐ Leadership & the One Minute Manager, SL® II for Law Enforcement
- ☐ Managing the Federal Employee Discipline & Performance Process (Legal)
- ☐ Leading Vision: Mission & Technology Forecasting
- ☐ Networking Skills for Law Enforcement Supervisors
- ☐ Leadership & Understanding Attitudes / Values / Principles & Ethics

NOTE: To complete this program successfully, participants will need to complete approximately 16 hours of self-directed study after hours.

Length of Training: 8 class days, 80 training hours

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

**Program Title: LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR
TRAINING PROGRAM (LTUHBTP)**

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program specifically designed for law enforcement. The instructors in this program, all current or former law enforcement leadership professionals, bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Law Enforcement Supervisors' Leadership Training Program (LESLTP) and are not scheduled to attend LESLTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, LELI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in LESLTP. These courses focus heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations' economy, efficiency, and effectiveness; thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the LESLTP. Additionally, supervisors and managers who have completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Topical Competencies:

- ☐ Attitudes, Values and Ethics
- ☐ Communication Skills
- ☐ Leadership and the One Minute Manager (Situational Leadership® II)
- ☐ Understanding Behavioral Diversity (DISC)
- ☐ Leadership Application Exercises

NOTE: To complete this program successfully, participants will need to complete 4 hours of self-directed learning after-hours.

Length of Training: 3 class days, 24 training hours

Target Audience: Middle Managers

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

**Program Title: SITUATIONAL LEADERSHIP® II (LAW ENFORCEMENT VERSION)
(SLII)**

Program Description: This program teaches the leadership model developed by Dr. Ken Blanchard

and his colleagues at The Ken Blanchard Companies. The Law Enforcement Leadership Institute (LELI) and The Ken Blanchard Companies have collaborated to customize the program for law enforcement leaders and managers. It provides a unique opportunity for law enforcement professionals, not only to refine their supervisory and leadership skills and share their real-world experiences, but more importantly, to use Situational Leadership® II (SLII) to develop their people.

SLII (Law Enforcement Version) provides the participant with the competencies needed to lead their people based on each individual's or team's skill and attitude level for a specific task or mission. By using this model, law enforcement leaders can develop their people and organizations into highly effective individuals, teams and agencies that recognize the intrinsic value of each employee.

The instructors are current or former law enforcement professionals and have been qualified by The Ken Blanchard Companies to present the program. These professionals bring a unique understanding of the law enforcement culture, and practical knowledge of how to meet the challenges that face a law enforcement supervisor in operational settings.

Participants in this program will gain an understanding of how to apply Situational Leadership® II in both their personal lives and their law enforcement careers. Participants will explore topics to develop skills using an adult learning model that employs lecture, case studies, practical exercises, and self-directed learning. This program is highly participatory and hands-on.

Program Competencies:

- ☐ Beliefs and Building Blocks
- ☐ Problems & Needs Diagnosis
- ☐ Leadership Flexibility
- ☐ Implementing and Applying Situational Leadership® II
- ☐ Initiating and Implementing Organizational Change
- ☐ Leadership for the Future
- ☐ Matching Leadership Style to Development Level

Length of Training: 3 class days, 24 training hours

Target Audience: Anyone who has a law enforcement leadership role.

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

Program Title: THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE® (SHHEPTP)

Program Description: The Law Enforcement Leadership Institute in partnership with the Franklin Covey Company is proud to offer the program "The Seven Habits of Highly Effective People®." This timely program contains all the information and materials found in the public or corporate offerings, but has been tailored to meet the unique needs of the law enforcement professional. Each facilitator is a current or former law enforcement professional certified by the Franklin Covey Company to present this challenging program.

The extraordinary events of September 11, 2001 and the continuing “War Against Terrorism” are calling law enforcement professionals to undertake additional duties including heightened vigilance, mission redefinition or expansion and, for some, agency reassignment or reorganization. The strategic management of human capital is critical to success in meeting these challenges. The Administration and the Congress both recognize the importance of human capital and encourage further investment in these valuable assets. The key to increased security and successful law enforcement operations are the people who do the tasks. They must be responsible, accountable, able to develop and use their many talents, and must be recognized for their unique contributions.

The Seven Habits program begins and enhances the developmental process for the law enforcement professional by encouraging and facilitating the recognition of **Being Proactive** in choosing one’s attitude, by creating opportunities for success by being “response-able.”

To **Begin With the End in Mind**, is the habit of personal leadership. It emphasizes future possibilities rather than past obstacles in one’s professional and personal lives. It encourages the participant to focus on what is important rather than what appears urgent by **Putting First Things First**.

Law enforcement professionals must recognize the importance of effective communication through the habit of **Think Win-Win**, the habit of interpersonal leadership. Effective communication requires that one be able to listen empathically before speaking. Through the habit of **Seek First to Understand, Then be Understood** the law enforcement professional will strengthen the habit of communication.

An emerging strength for the law enforcement community is the recognition of diversity whether defined by demographics, values, behaviors or experiences. **Synergy** is the habit of creative cooperation to maximize learning different points of view and seeking to find a better solution to a problem.

Finally, the law enforcement professional must recognize that only through continual improvement or **Sharpening the Saw** can one keep current of the latest law enforcement techniques and maintain physical and emotional health.

Employees are the most effective enablers for organizational effectiveness. This program provides tools to enhance their individual performance and to become persons of positive influence in the organization.

Please note that 4-6 weeks prior to the start of the program, participants must complete a 360-degree 7-Habits® Profile to obtain valuable feedback needed during the conduct of the training. This program may be available for export to your location for the price of the training materials and the travel and per diem expenses of the facilitators.

Length of Training: 4 class days, 32 training hours

LEGAL DIVISION



LEGAL DIVISION

The staff of the FLETC Legal Division (LGD) consists of attorneys who have a variety of law enforcement, prosecutive, and Federal trial experience. They are responsible for the development and presentation of all of the legal courses taught in the Center's basic training programs. In addition to providing basic training, the Legal Division staff has developed a highly regarded weeklong Continuing Legal Education Training Program. They have designed this program to update experienced agents and law enforcement officers in current legal issues.

An additional resource for Federal, State and local law enforcement officers and agents is the *Quarterly Review*. Published four times a year, the *Quarterly Review* features articles on recent developments in Federal case law that impact the Constitutional requirements placed on law enforcement actions. The *Quarterly Review* is available at http://www.fletc.gov/legal/legal_home/htm. Prior issues of the *Quarterly Review* are archived and available on the web site.

For further information, please contact:

Division Chief
Legal Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Building 69, 2nd Floor
Glynco, GA 31524
Telephone: 912-267-2689
FAX: 912-261-3635

For enrollment information, contact your agency training officer, your on-site representative at the Center, or the IG Academy.

Program Title: CONTINUING LEGAL EDUCATION TRAINING PROGRAM (CLETP)*

Program Description: Federal law enforcement officers and agents attending the CLETP receive a refresher in the legal subject matter presented in their basic training. This course can help increase investigative skills in gathering evidence and help avoid liability through increased knowledge of the law. In this legal review, recent court decisions, new laws, and changes to laws are discussed, bringing the student up-to-date with current law. The CLETP is offered at the Center in Glynco and on an export basis.

Topics include:

- ☐ Courtroom Evidence
- ☐ Electronic Law and Evidence
- ☐ Fifth Amendment Self-Incrimination
- ☐ Fourth Amendment Search and Seizure
- ☐ Government Workplace Searches
- ☐ McDade Amendment/Union Representation at Interviews
- ☐ Officer Liability
- ☐ U.S. Patriots Act

Length of Training: 4.5 class days

Prerequisites for Attendance: There are no prerequisites for attendance, but the program is designed for officers and agents who have attended a basic training program and have had no formal update training within the past few years.

OFFICE OF ARTESIA OPERATIONS



OFFICE OF ARTESIA OPERATIONS

The Federal Law Enforcement Training Center consists of four training sites, one of which is the FLETC, Artesia. The Artesia facility is located in Artesia, New Mexico – 40 miles south of Roswell. This facility is responsible for basic training for the United States Customs and Border Protection, Border Patrol, the Bureau of Indian Affairs, the Transportation Security Administration, Federal Flight Deck Officers, and the Federal Air Marshals. It also conducts training for Agency Advanced and Center Advanced Programs.

The Artesia staff is responsible for designing, developing, coordinating, and administering advanced and specialized training programs for the United States Border Patrol, Bureau of Prisons, Transportation Security Administration and other Partner Organizations. Basic and Advanced training programs are conducted for the Department of Interior's Bureau of Indian Affairs under the auspices of the Indian Police Academy.

Specialized instructor programs such as the Driver Instructor Training Program (DITP), Firearms Instructor Training Program (FITP), Defensive Tactics Instructor Training Program (DTITP), and Officer Safety and Survival Training Program (OSSTP) are also conducted at the Artesia facility. These instructor programs are open to Federal as well as State and local students. State and local selections and admissions are coordinated through the National Center for State and Local Law Enforcement Training, located as the Federal Law Enforcement Training Center, Glynco, Georgia.

For further information, please contact:

Deputy Assistant Director, Office of Artesia Operations
Federal Law Enforcement Training Center
1300 West Richey Avenue
Artesia, New Mexico 88210
Telephone: (505) 748-8015
Fax: (505) 748-8100

Program Title: BASIC CORRECTIONS OFFICER TRAINING PROGRAM (BCOTP) – INDIAN POLICE ACADEMY

Program Description: This 5-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs and tribal corrections officers, provides instruction on Rights of Inmates, Jail Operations, Fire Safety in Jails, Alcohol & Substance Abuse in Jails, Contraband Control and Cell Search, Inmate Health Screening, Disturbance Control, Bookings and Admissions, Jail Security, Environmental Health Inspections, Record Keeping, Suicide Prevention, Inmate Management, Community Policing, and Special Inmate Problems.

Length of Training: 29 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal corrections officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

Program Title: BASIC JUVENILE CORRECTIONS OFFICER TRAINING PROGRAM (BJCOTP) - INDIAN POLICE ACADEMY

Program Description: This 5-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs and tribal juvenile corrections officers, provides instruction on Rights of Juveniles, Jail Operations, Fire Safety in Jails, Alcohol & Substance Abuse in Jails, Contraband Control and Cell Search, Inmate Health Screening, Disturbance Control, Bookings and Admissions, Jail Security, Environmental Health Inspections, Record Keeping, Suicide Prevention, Inmate Management, Community Policing, and Special Juvenile Problems.

Length of Training: 29 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal juvenile corrections officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

Program Title: BASIC POLICE OFFICER TRAINING PROGRAM (BPOTP) - INDIAN POLICE ACADEMY

Program Description: This 16-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs (BIA) and tribal law enforcement officers, provides instruction on Ethics and Conduct, Stress, Conflict Management, Narcotics, Collection and Preservation of Evidence, Officer Safety and Survival, Criminalistics, Civil Rights, Search and Seizure, Detention and Arrest, Indian County Law, and BIA specialized training. Other basic law enforcement subjects include Driver, Firearms and Physical Training Programs.

Length of Training: 79 class days

Prerequisites for Attendance: The BIA sets its standards for recruiting new BIA and tribal law enforcement officers. After the individuals have been selected, they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, New Mexico.

**Program Title: BASIC TELECOMMUNICATIONS OFFICER TRAINING PROGRAM
(BTOTP) - INDIAN POLICE ACADEMY**

Program Description: This 2-week Integrated Basic Police Training Program is designed to train new U.S. Bureau of Indian Affairs and tribal telecommunication officers (dispatchers). Courses familiarize the students with the terminology, technology and resource materials that they will use on the job. Students are given training in handling emergency situations and the stress of dealing with various types of emergency situations.

Length of Training: 10 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal telecommunications officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

Program Title: OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM (OSSTP)

Program Description: The program is an intensive hands-on skills training in officer safety and survival. The purpose of the training is to provide law enforcement personnel with the tools necessary to stay alive in the field/street. Attendees should bring all personal duty gear. Vests are recommended for wearing on the firing range during tactical instruction and laboratory exercises. Participants will use non-lethal weapons and ammunition in some exercises.

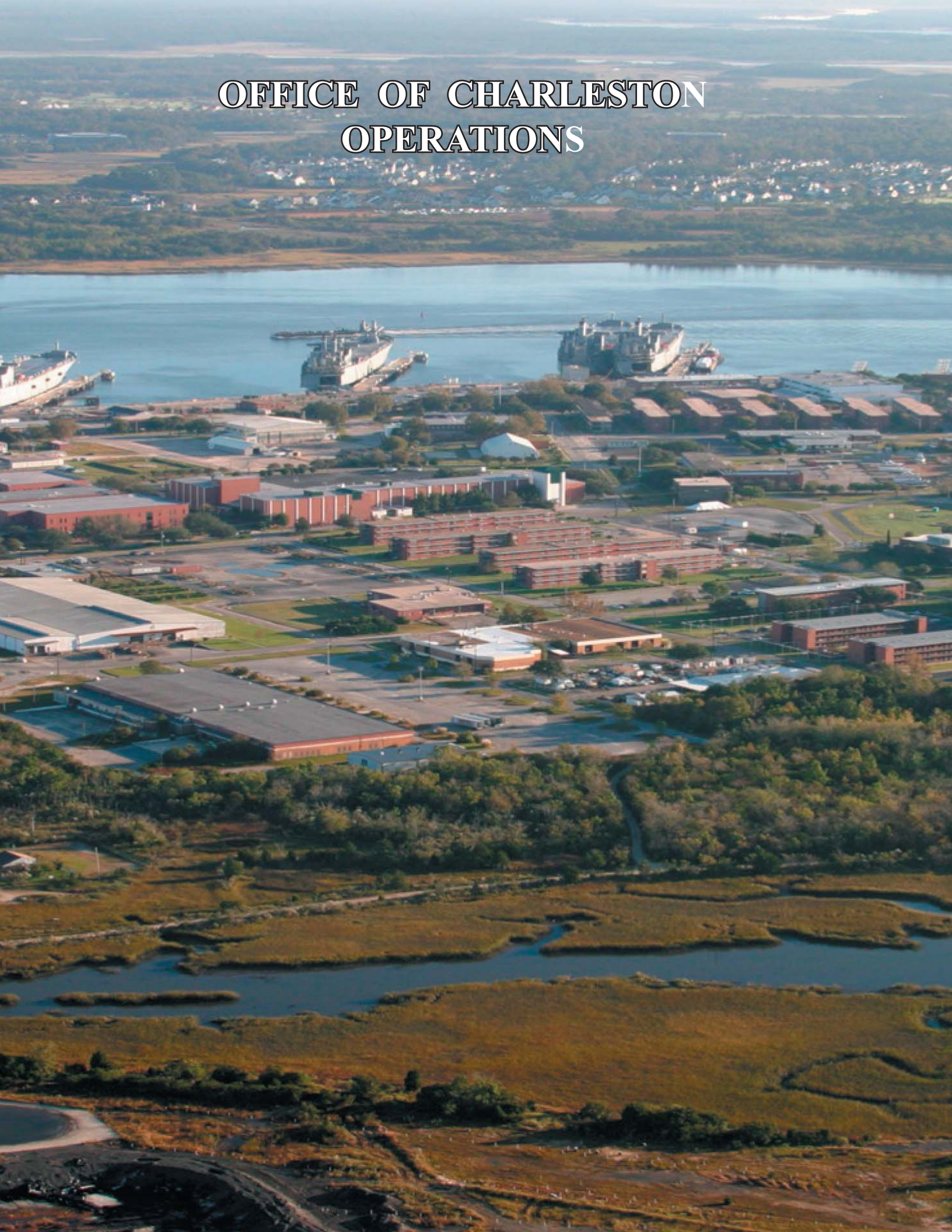
Courses include:

- ☐ Arrest Techniques
- ☐ Body Bunker Usage
- ☐ High Risk Warrant Service
- ☐ Non-Lethal Training Weapons and Ammo in Some Exercises
- ☐ Rapid Raid
- ☐ Ruse Felony Vehicle Stops
- ☐ Survival Shooting
- ☐ Tactical Planning
- ☐ Tactical Speed Shooting
- ☐ Tactics and Techniques of Slow and Deliberate Search
- ☐ Team Tactics Concept
- ☐ Use of Impact Weapons
- ☐ Weapons Retention

Length of Training: 8 class days

Prerequisites for Attendance: Attendees must be full-time, experienced law enforcement officers or agents who have passed their agency's standards within the past 6 months. Attendees must certify that they can meet the Practical Exercise Performance Requirements of this program.

OFFICE OF CHARLESTON OPERATIONS



OFFICE OF CHARLESTON OPERATIONS

The Charleston Facility of the Federal Law Enforcement Training Center (FLETC) is located six miles north of Charleston, South Carolina, on the former United States Navy Base. Charleston serves as the hub for resort activities in coastal South Carolina. The Charleston Tri-County area has a population of approximately one half million.

On October 1, 2004 the FLETC assumed total operational and administrative control of that portion of the old Charleston Naval Base identified by legislation as the “Federal Enclave.” The Federal Enclave is now known as the Charleston Federal Law Enforcement Training Center and Federal Complex. Charleston is unique in that a number of administrative and operational law enforcement agencies, and commercial businesses, are all co-located within the Complex footprint. Complex partner agencies include the Department of State, National Civilian Community Corps, National Oceanic and Atmospheric Administration, United States Coast Guard Naval Engineering Support Unit and the Marine Fisheries School, Department of Justice, Maritime Administration (MARAD), and private tugboat, ship support and medevac companies. In December 2004, the United States Coast Guard consolidated its Maritime Law Enforcement School (formerly located in Yorktown, Virginia.) and its Boarding Team Member School (formerly located in Petaluma, California) into a new Coast Guard Maritime Law Enforcement Academy at Charleston.

The Charleston FLETC and Federal Complex site is comprised of two parcels. The Naval Weapons Station (WPNSTA) training area is fifteen miles North West of the main complex, and includes six firearms ranges, four driving ranges, offices, and a modular facility for firearms and simulator training. The main Complex training area includes dormitories, a dining hall, a large classroom building and auditorium, a physical techniques training facility, an aquatic training facility, areas for land- and water-based practical exercises, and a Student Center with a snack bar, movie theater, hardwood court, weight rooms, cardio equipment, computer lab and study rooms.

The FLETC’s plans for Charleston call for continued construction and renovation to accommodate an array of Partner Organization training. The Maritime Law Enforcement and Port Security Training Feasibility Conference conducted in June 2006 validated the need for training to be developed and offered by FLETC Charleston in this field. The FLETC at Charleston continues the FLETC tradition of providing world-class law enforcement training into the next century by sustaining its ability to provide relevant, realistic training by accredited instructors, quality course materials, and customized modern facilities.

PROGRAM AND COURSE SCHEDULING AND COSTS

Individuals attending training at the FLETC Charleston facility do not enroll directly but rather, are enrolled by their agencies. Individuals interested in attending one of the programs described in this catalog should contact their agency training officer. Agencies select students for admission into FLETC Center Advanced programs and determine when an employee will be sent for training. Once an agency identifies students for a class, actual enrollment is accomplished by the agency training officer, who will contact the offices identified below.

Student tuition and miscellaneous training costs are paid by the student’s agency. Tuition and

fees are subject to review and adjustment bi-annually and are therefore not published in this catalog. Current tuition and fee information is available by contacting:

FLETC-Glynco
Resource Coordination Branch
1131 Chapel Crossing Road
Glynco, Georgia Telephone: (912) 267-2269

For additional assistance or information, please contact:

FLETC-Charleston
Scheduling Office
2000 Bainbridge Avenue Telephone: (843) 566-8579
Charleston, SC 29405 (843) 566-8550

CHARLESTON MARITIME TRAINING (CMT)

The Mission of Charleston Maritime Training is to provide Multi-Agency Police Professionals, United States Military, and State Port Authority Personnel with Security and Anti-Terrorism Training to effectively work in and around our Nations Seaports to combat against land and seaborne terrorism.

For further information regarding Maritime training courses offered at the FLETC Charleston, please contact:

Maritime Training Chief
Federal Law Enforcement Training Center
Charleston Operations
2000 Bainbridge Avenue
Charleston, SC 29405 Telephone: (843) 566-8579

Program Title: SEAPORT SECURITY AND ANTI-TERRORISM TRAINING PROGRAM (SSATP)

Program Description: The Seaport Security Antiterrorism Training Program (SSATP) is unique in its design. Security at most seaports is accomplished by a cooperative effort of Federal, state, and local law enforcement agencies. This program was developed to include all jurisdictions involved at the seaport and to address the needs of personnel charged with safety and security functions. The SSATP is conducted as a center advanced training program and is offered to law enforcement, military and port authority personnel.

Courses include:

- ☐ Terrorism Overview
- ☐ Environmental Extremists Groups
- ☐ Maritime Piracy and Crimes
- ☐ Introduction to Port Operations
- ☐ Seaport Security Assessment Plan
- ☐ Bombs and Explosives
- ☐ VBIED
- ☐ MANPADS
- ☐ Underwater Threats
- ☐ Weapons of Mass Destruction
- ☐ Contemporary Issues
- ☐ Contingency Planning
- ☐ Crisis Management
- ☐ Seaport Assessment
- ☐ Seaport Survey Assessment Presentation

Length of Training: 4.5 Days

Prerequisite(s) for Training: Employment as a law enforcement officer or military or port authority personnel assigned to duties directly related to security and/or contingency planning for a seaport.

Program Title: MARITIME TASK FORCE OFFICER TRAINING PROGRAM (MTFOTP)

Program Description: The Maritime Task Force Officer Training Program (MTFOTP) is unique in its design. The MTFOTP was established to provide Federal, state, and local law enforcement officers the knowledge and skills required to participate in maritime task force operations. During this program students will encounter hands-on training as well as classroom lecture. The MTFOTP is conducted as a center advanced training program and is offered to law enforcement, military and port authority personnel.

Courses Include:

- ☐ Terrorism Overview
- ☐ Environmental Extremist Groups
- ☐ Maritime Piracy and Crimes
- ☐ Introduction to Port Operation
- ☐ Maritime Security Assessment Plan
- ☐ Bombs and Explosives
- ☐ VBIED
- ☐ MANPADS
- ☐ Underwater Threats
- ☐ Weapons of Mass Destruction
- ☐ Contemporary Issues
- ☐ Digital Imaging
- ☐ Intro to Criminal Investigation
- ☐ Intro to Land Transportation Security
- ☐ Interviewing
- ☐ Seaport Assessment
- ☐ Seaport Assessment Survey Presentation
- ☐ Waterborne Arrest Techniques
- ☐ Hidden Compartments
- ☐ Officer Survival Afloat
- ☐ Familiarization with Foreign Weapons
- ☐ Boarding Procedures
- ☐ Visas and Passports

Length of Training: 8.5 Days

Prerequisite(s) for training: Employment as a law enforcement officer or military or port authority personnel assigned to duties directly related to security and/or contingency planning for a seaport.

**MARITIME LAW ENFORCEMENT AND PORT SECURITY
TRAINING PROGRAMS
UNDER DEVELOPMENT**

Program Title: MERCHANT VESSEL INSPECTION TRAINING PROGRAM (MVITP)

Program Description: This program will develop knowledge and skills of Federal, state and local

law enforcement officers, and military boarding teams to safely, effectively, and professionally board, search and inspect large vessels. The program will incorporate Confined Space Entry and Radiological Detection subjects to enhance terrorism prevention operations and trade embargo enforcement.

Program Title: PORT VULNERABILITY ASSESSMENT TRAINING PROGRAM (PVATP)

This program develops the knowledge and skills of Federal, state, local and military law enforcement officers, who are required to conduct domestic and/or foreign seaport/marine terminal physical security/vulnerability assessments. Course contents include Physical Security; Antiterrorism Measures; Systematic Risk Analysis; Facility Security Design; and Attack Methodologies. Students participate in the security assessment of a major seaport terminal facility and present their findings and recommendations at the conclusion of the training.

Program Title: SEAPORT PATROL PROCEDURES TRAINING PROGRAM (SPPTP)

This program develops the knowledge and skills of Federal, state, local and military law enforcement officers assigned to ports, or who have a Port within their jurisdiction, to perform specific maritime and port law enforcement duties. Course contents include Radiological Detection Awareness; Maritime Officer Safety and Survival Techniques; and Maritime Domain Awareness. Emphasis is placed on the identification of dangerous materials, board and search procedures, interviewing, and water safety.

Program Title: SHIPBOARD TACTICAL OPERATIONS TRAINING PROGRAM (STOTP)

This program develops the knowledge and skills of Federal, state, local and military law enforcement officers required to perform high risk operations aboard large ocean-going vessels. Course contents include Response to Hostage Taking; Response to High Jacking; Barricaded Subjects/Stowaways; Active Shooter Situations; and Confined Space Entry.

Program Title: MARITIME FORCE PROTECTION TRAINING PROGRAM (MFPTP)

This program will provide training that develops the knowledge and skills of Federal, state and local law enforcement officers assigned to ports, or who have a port within their jurisdiction, to perform protection duties for government, military personnel, contractors and the assets in the maritime environment.

Program Title: SUPPLY CHAIN SECURITY TRAINING PROGRAM (SCSTP)

This program will provide training that develops the knowledge and skills of Federal, state and local law enforcement officers assigned to ports, or who have a port within their jurisdiction, to address security and screening procedures for maritime cargo entering U.S. Seaports. Emphasis is placed on explosives, radiation, contraband detection, theft prevention, and investigations.

FIREARMS TRAINING PROGRAMS

The mission of FLETC Charleston Firearms Training (SFT) is to provide quality training in the safe handling, proficient application, and justifiable use of firearms. The firearms training programs are administered to both basic and advanced law enforcement officers. In addition, Charleston Firearms

Training also provides advanced firearms instructor training. These specialized firearms training programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing, and coordinating agency firearms requalification programs.

For further information regarding the following firearms training courses offered at the FLETC Charleston facility, please contact:

Charleston Firearms Training Chief
Federal Law Enforcement Training Center
Charleston Operations
2000 Bainbridge Avenue
Charleston, SC 29405 Telephone: (843) 566-8575

These specialized programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing and coordinating agency firearms requalification exercises.

Program Title: FIREARMS INSTRUCTOR REFRESHER TRAINING PROGRAM (FIRTP)

Program Description: The purpose of the FIRTP is to update active firearms instructors with current firearms methodologies, policies and procedures. The program is also designed to introduce and discuss contemporary firearms trends and techniques. The students are required to develop a dynamic course of fire, demonstrate instructor skills and successfully complete all course objectives through hands-on participation.

Course contents include:

- ☐ Advanced Shotgun Applications
- ☐ Dynamic Cover Drills
- ☐ Instructor Liability
- ☐ Interactive Cover Drills
- ☐ Interactive Judgment Drills
- ☐ Introduction to Dynamic and Interactive Course Development
- ☐ JPS Applications
- ☐ Range/Off-Range Safety
- ☐ Situation Response
- ☐ Static Course Development
- ☐ Subdued Light Techniques

Length of Training: 5 Days

Prerequisite(s) for Training: For acceptance into this program, the applicant must (1) pass a FLETC health screening; (2) have graduated from a Firearms Instructor School presented by such organizations as the FLETC, NRA, FBI/DEA, USSS or equivalent; (3) be in good physical condition; (4) actively engage in firearms training and be an agency-designated firearms instructor; and (5) currently serve as a full-time law enforcement officer. The Program Manager also recommends that the applicant be a graduate of an instructor development course offered by a recognized training academy. The applicant

should be highly motivated to attend and have a minimum of one year since graduation from a firearms instructor school.

Program Title: FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)

Program Description: The FITP addresses the needs and requirements of a firearms instructor. These instructors serve as their agency's point of authority in the safe conduct of agency firearms qualification programs. Various instructional methodologies including conferences, lectures, role playing, demonstrations, discussions, and practical exercises are used during the FITP.

Course contents include:

- ☐ Advanced Handgun/Shotgun Stress
- ☐ Advanced Shotgun Techniques
- ☐ Basic Marksmanship Instruction
- ☐ Downed/Disabled Officer Course
- ☐ Dual Assailant
- ☐ Firearms Safety Rules and Regulations
- ☐ Handgun/Shotgun Stress
- ☐ Indoor Reduced Light
- ☐ Instinctive Reaction
- ☐ Instructional Techniques
- ☐ Instructor Liabilities
- ☐ Judgment Pistol Shooting
- ☐ Officer Survival
- ☐ Off-Range Safety
- ☐ On-line Instruction
- ☐ On-line Instruction with Basic Students
- ☐ Preventing Injury and Illness on Ranges
- ☐ Range Organization and Administration
- ☐ Rifle Lecture/Laboratory
- ☐ Semiautomatic Lecture/Laboratory
- ☐ Situation Response Exercises
- ☐ Submachine Gun Familiarization
- ☐ Survival Shooting Techniques
- ☐ Target Analysis
- ☐ Trauma Management
- ☐ Use of Cover Drills

Length of Training: 10 Days

Prerequisite(s) for Attendance: For acceptance into this program, the applicant must be: (1) a certified law enforcement officer; (2) a graduate of a Firearms Instructor Training Program (FLETC FITP, NRA, FBI/DEA, USSS, or equivalent); (3) an agency-designated Firearms Instructor; and (4) in good physical condition.

OTHER TRAINING PROGRAMS AT FLETC CHARLESTON

Program Title: LAW ENFORCEMENT INSTRUCTOR TRAINING PROGRAM (LEITP)

Program Description: The LEITP is designed to prepare the newly appointed FLETC instructors for their role as full-time law enforcement trainers. The program is offered to members of all Federal Partner Organizations and, on a space-available basis, to Non-Partner Federal agencies, state and local law enforcement organizations.

The program is intense, practical, and experiential in design, and presents a solid emphasis on effective student-centered learning and the role of the law enforcement instructor. Throughout the training, participants will design and instruct several sessions on subjects that are occupationally related to their assignments. Each presentation is videotaped to give the participants an opportunity to view and critique themselves. The participants also will receive constructive feedback from peers and staff members. A considerable portion of the program is devoted to the preparation and presentation of the participants' own instructional sessions.

Course contents include:

- ☐ Classroom Equipment Operation
- ☐ Classroom Management Issues
- ☐ Ethical Issues in Law Enforcement Training
- ☐ Facilitation Fundamentals
- ☐ Instructional Systems Design for Law Enforcement
- ☐ Learning Methodologies
- ☐ Lesson Plan Development
- ☐ Media Overview
- ☐ Performance Objectives Development
- ☐ PowerPoint
- ☐ Presentation Skills
- ☐ Student Advisement and Guidance
- ☐ Student-Centered Learning
- ☐ Team Building
- ☐ Testing and Assessment
- ☐ Trainee Stress and Stress Management
- ☐ Training Management and Coordination Division Overview
- ☐ Training Tools
- ☐ Understanding Today's Learners

Length of Training: 10 Days

Prerequisite(s) for Attendance: Participants must be law enforcement officers/investigators responsible for instruction as a collateral duty. A participant may also be someone associated with law enforcement who may be assigned as, or designated to become, an instructor responsible for instruction as a collateral duty. Participants must be recommended by their supervisors or other organization officials.

Program Title: FLETC LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR TRAINING PROGRAM (FLTUHBTP)

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program specifically designed for law enforcement. The instructors in this program, all current or former law enforcement leadership professionals, bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Law Enforcement Supervisors' Leadership Training Program (LESLTP) and are not scheduled to attend LESLTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, LELI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in LESLTP. These courses focus heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations' economy, efficiency, and effectiveness, thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the LESLTP. Additionally, supervisors and managers who have completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Course contents include:

- ☐ Attitudes, Values and Ethics
- ☐ Communication Skills
- ☐ Leadership and the One Minute Manager (Situational Leadership® II)
- ☐ Understanding Behavioral Diversity (DISC)
- ☐ Leadership Application Exercises

NOTE: To complete this program successfully, participants will need to complete 4 hours of self-directed learning after hours.

Length of Training: 3 Days

Target Audience: Middle Managers

Prerequisite(s) for Attendance: This program is designed as a career development tool; Participation is determined by Partner Organization needs.

Program Title: SELF LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR TRAINING PROGRAM (SLTUHB)

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program

specifically designed for law enforcement. The instructors in this program, all current or former law enforcement leadership professionals, bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Law Enforcement Supervisors' Leadership Training Program (LESLTP) and are not scheduled to attend LESLTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, LELI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in LESLTP. These courses focus heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations' economy, efficiency, and effectiveness; thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the LESLTP. Additionally, supervisors and managers who have completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Course contents include:

- ☐ Attitudes, Values and Ethics
- ☐ Communication Skills
- ☐ Leadership and the One Minute Manager (Situational Leadership® II)
- ☐ Understanding Behavioral Diversity (DISC)
- ☐ Leadership Application Exercises

OFFICE OF CHELTENHAM OPERATIONS



OFFICE OF CHELTENHAM OPERATIONS

The primary mission of the Office of Cheltenham Operations is to provide requalification, in-service, and advanced firearms and vehicle operations, as well as other continuing professional training to over 18,000 Federal and over 8,750 state and local law enforcement officers in the metropolitan Washington, D.C. area.

The 372-acre Cheltenham facility is conveniently located 15 miles from downtown Washington, D.C., and five miles from the Capitol Beltway (Interstate 495), off of Maryland Route 5 (Branch Avenue). The Cheltenham training center provides state-of-the-art training technologies, educational and conference facilities, with several multi-purpose classrooms for professional development, leadership, and management training, as well as specialized computer training and driver training. The Cheltenham campus has a 108-point indoor firing range, tactical village, and a 2.2-mile vehicle operations range. The United States Capitol Police Training Academy is also housed on the Cheltenham campus.

The FLETC at Cheltenham, MD continues the FLETC tradition of providing world-class law enforcement training into the next century by sustaining its ability to provide relevant, real-world training by substantial instructors, course materials, and facilities.

Program and Course Scheduling

The FLETC Cheltenham facility is a non-residential training center used for short-term, in-service, and agency specific follow-on training.

For Center Advanced training, Partner Organizations reserve training seats in advance on an annual basis. Individuals attending training at the FLETC, Cheltenham, MD facility do not enroll directly but, rather, are enrolled by their respective agencies. Individuals interested in attending one of the programs described in this catalog should contact their agency training officer. Agencies select students for admission into FLETC's Center Advanced programs and determine when an employee will be sent for training. Once an agency identifies the students who will fill their reserved training seats for any given class, actual enrollment is accomplished by the agency training officer, who will contact their respective Glynco Training Academies, or will contact:

Resource Coordination Branch
FLETC
Glynco, Georgia

Telephone: (912) 267-2269

For additional assistance or information, please contact:

FLETC-Cheltenham Operations
Scheduling Office
9000 Commo Road
Cheltenham, MD 20623-5000

Telephone: (301) 877-8515
(301) 877-8516

Program Costs

Student tuition and miscellaneous training costs are paid for by the student's agency. Tuition and fees are subject to review and adjustment bi-annually, therefore, they are not published in this catalog. Current tuition and fee information is available by contacting:

Resource Coordination Branch
FLETC
Glynco, Georgia

Telephone: (912) 267-2269

For additional assistance or information, please contact:

FLETC-Cheltenham Operations
Scheduling Office
9000 Commo Road
Cheltenham, MD 20623-5000

Telephone: (301) 877-8515
(301) 877-8516

FIREARMS TRAINING PROGRAMS

The mission of the FLETC Cheltenham Firearms Division is to provide quality training in the safe handling, proficient application, and justifiable use of firearms. The firearms training programs are administered to all in-service and advanced law enforcement officers. In addition, the Cheltenham Firearms Division also provides advanced firearms instructor training. These specialized firearms training programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing, and coordinating agency firearms requalification programs.

For further information regarding the following firearms training courses offered at the FLETC Cheltenham, MD facility, please contact:

Firearms Training Division Chief
Federal Law Enforcement Training Center
Cheltenham Operations
9000 Commo Road
Cheltenham, MD 20623-5000

Telephone: (301) 868-5830

- ☐ Agency Specific Firearms Requalification
- ☐ Firearms Instructor Multiple Weapons Training Program (FIMWTP) (*Future Program*)
- ☐ Firearms Instructor Refresher Training Program (FIRTP)
- ☐ Firearms Instructor Training Program (FITP)
- ☐ Instructor Techniques for Non-Lethal Training Ammunition (ITNTA)
- ☐ Law Enforcement Rifle Training Program (LERTP)
- ☐ Precision Rifle Observer Program (PROP) (*Future Program*)
- ☐ Reactive Shooting Instructor Training Program (RSITP) (*Future Program*)
- ☐ Submachine Gun Instructor Training Program (SMGITP) (*Future Program*)
- ☐ Survival Shooting Training Program (SSTP) (*Future Program*)

These specialized programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing and coordinating agency firearms requalification exercises.

Program Title: AGENCY SPECIFIC FIREARMS REQUALIFICATION

Program Description: The Federal Law Enforcement Training Center Cheltenham Firearms Division (CFA) offers a free Agency Specific Firearms Curriculum Development Service to Federal, State and Local law enforcement agencies and departments. The CFA has the opportunity to facilitate and administer safe, effective and proven firearms practices, procedures and techniques used by Federal, State and Local law enforcement agencies and departments.

The CFA cadre of law enforcement professionals will consult with agency representatives to create or assist your training personnel in designing specific firearms related training programs, lesson plans and courses of fire. After your agency or department approves the curriculum, we will provide viable recommendations and solutions on how to appropriately integrate the training into your existing agency's or department's mandated training requirements and mission specific duties.

This beneficial firearms curriculum research and development service affords your agency or department

a cost-effective approach to stay on the forefront of state-of-the-art weaponry, law enforcement tactics and safer procedural techniques.

The mission of the Federal Law Enforcement Training Center is to provide the highest quality, state-of-the-art law enforcement training to meet the needs of the law enforcement community. The staff is proud of its creation and fostering of a world-class partnership with law enforcement agencies to produce basic and advanced law enforcement training.

For additional information on the FLETC Cheltenham Agency Specific Firearms Curriculum Development Service, please contact Michael Martin at 301-877-8437 or Michael.J.Martin@dhs.gov.

Program Title: FIREARMS INSTRUCTOR MULTIPLE WEAPONS TRAINING PROGRAM (FIMWTP) (*Future Program*)

Program Description: The FIMWTP is designed to train the experienced Firearms Instructors in several advanced firearms-related subjects. The program content emphasizes the principles, techniques, and tactics employed when using a shoulder weapon (long arm) as a primary weapon and a side arm as a secondary weapon. Also addressed in the training are shoulder weapon retention and take-away techniques.

Courses include:

- ☐ Advanced Handgun/Shotgun Stress
- ☐ Advanced Shotgun
- ☐ Ammunition Deflection and Penetration
- ☐ Basic Shotgun Review
- ☐ Firearms Safety Briefing
- ☐ M-16 Rifle
- ☐ Running Man Move and Shoot
- ☐ Shotgun Reduced Light/Night Fire
- ☐ Submachine Gun
- ☐ Weapons Maintenance

Length of Training: 4.5 class days

Prerequisites for Attendance: For acceptance into the program, the instructor must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening; have completed the FLETC FITP, NRA, USSS, FBI or other recognized firearms instructor training school; have been a firearms instructor for a minimum of one year; and currently be a firearms instructor.

Program Title: FIREARMS INSTRUCTOR REFRESHER TRAINING PROGRAM (FIRTP)

Program Description: The purpose of the FIRTP is to update active firearms instructors with current firearms methodologies, policies and procedures. The program is also designed to introduce and discuss contemporary firearms trends and techniques. The students are required to develop a dynamic course

of fire, demonstrate instructor skills and successfully complete all course objectives through hands-on participation.

Courses include:

- ☐ Advanced Shotgun Applications
- ☐ Dynamic Cover Drills
- ☐ Instructor Liability
- ☐ Interactive Cover Drills
- ☐ Interactive Judgment Drills
- ☐ Introduction to Dynamic and Interactive Course Development
- ☐ JPS Applications
- ☐ Range/Off-Range Safety
- ☐ Situation Response
- ☐ Static Course Development
- ☐ Subdued Light Techniques

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; have graduated from a Firearms Instructor School presented by such organizations as the FLETC, NRA, FBI/DEA, USSS or equivalent; be in good physical condition; actively engage in firearms training; be agency-designated as a firearm's instructor; and currently serving as a full-time law enforcement officer. The Program Manager also recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year since graduation from a firearms instructor school.

Program Title: FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)

Program Description: The FITP provides a specific curriculum of training addressing the needs and requirements of a firearms instructor. These instructors serve as their agency point of authority in the safe conduct of agency firearms qualification programs. Various instructional methodologies including conferences, lectures, role playing, demonstrations, discussions, and practical exercises are used during the FITP.

Topics include:

- ☐ Advanced Handgun/Shotgun Stress
- ☐ Advanced Shotgun Techniques
- ☐ Basic Marksmanship Instruction
- ☐ Downed/Disabled Officer Course
- ☐ Dual Assailant
- ☐ Firearms Safety Rules and Regulations
- ☐ Handgun/Shotgun Stress
- ☐ Indoor Reduced Light
- ☐ Instinctive Reaction
- ☐ Instructional Techniques

- ☐ Instructor Liabilities
- ☐ Judgment Pistol Shooting
- ☐ Officer Survival
- ☐ Off-Range Safety
- ☐ On-line Instruction
- ☐ On-line Instruction with Basic Students
- ☐ Preventing Injury and Illness on Ranges
- ☐ Range Organization and Administration
- ☐ Rifle Lecture/Laboratory
- ☐ Semiautomatic Lecture/Laboratory
- ☐ Situation Response Exercises
- ☐ Submachine Gun Familiarization
- ☐ Survival Shooting Techniques
- ☐ Target Analysis
- ☐ Trauma Management
- ☐ Use of Cover Drills

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must be: (1) a certified law enforcement officer; (2) a graduate of a Firearms Instructor Training Program (FLETC FITP, NRA, FBI/DEA, USSS, or equivalent); (3) agency designated Firearms Instructor; and (4) in good physical condition.

**Program Title: INSTRUCTOR TECHNIQUES FOR NON-LETHAL TRAINING
AMMUNITION (ITNTA)**

Program Description: The ITNTA is designed to assist the law enforcement trainer (LET), either firearms or use of force instructors, with the design and implementation of firearms-related, scenario-based training using non-lethal training ammunition (NLTA). The LET student will be assigned to a multi-person team tasked with the development and implementation of a variety of training exercises using SIMUNITION FX marking cartridges or similar NLTA. The program also requires the successful completion of a written, multiple-choice examination.

Courses include:

- ☐ Guidelines for Role Players
- ☐ Interactive Training
- ☐ NLTA Supplement to Training
- ☐ Personnel for Conducting Interactive Training with NLTA
- ☐ Phases of Training
- ☐ Scenario Development and Other NLTA Applications
- ☐ Survival Stress, Mental Preparation and Crisis Rehearsals
- ☐ Training Weapons, Ammunition, Protective Equipment, and Facilities

Length of Training: 3.5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; is an agency designated firearms or use of force instructor who has graduated from an instructor training program as an instructor; and currently serving as a full-time law enforcement officer. The Program Manager recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year experience as either a firearms or use of force instructor, with sufficient knowledge of agency and job requirements to effectively formulate and evaluate training program objectives.

Program Title: LAW ENFORCEMENT RIFLE TRAINING PROGRAM (LERTP)

Program Description: The LERTP is a training program for the law enforcement officer (LEO) who has responsibility for carrying a semiautomatic rifle for duty related incidents. The program is designed to further enhance rifle skills and proficiency in field application. This is a basic long arm course that targets the person who has limited rifle skills. Portions of the LERTP will be conducted at the Department of the Army, Ft. Stewart Long Range Facility. Classes are limited to 12 students.

Courses include:

- ☐ Assembly/Disassembly
- ☐ Cold Bore Shots
- ☐ Cycle of Operation
- ☐ Data Book/Records Keeping
- ☐ Effects of Weather/Wind
- ☐ Elevated Shooting
- ☐ Firearms Safety Briefing
- ☐ Long Range Shooting
- ☐ Moving Target Shooting
- ☐ Position Shooting
- ☐ Reduced Light Shooting
- ☐ Rifle Ballistics
- ☐ Rifle Nomenclature
- ☐ Weapon Maintenance
- ☐ Shooting Fundamentals
- ☐ Shot Placement on Humans
- ☐ Sight-In Techniques
- ☐ Tactical/Decision Courses of Fire

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; be in good physical condition; have completed a basic law enforcement academy; and be presently employed by a law enforcement agency as a sworn LEO, or as an agency instructor.

Program Title: PRECISION RIFLE OBSERVER PROGRAM (PROP) (*Future Program*)

Program Description: The PROP is an advanced scope rifle training program. The program targets individual law enforcement officers (LEO) who have responsibilities in the possible deployment and usage of a scope rifle weapon system. The program has several mission statements which follow scenarios from the call out to a possible shot being fired. Students have the option to choose the training situations from a list of critical incident situations. Portions of this program include the use of the Department of the Army, Ft. Stewart Sniper Training Facilities. Classes are limited to 12 students and will revolve around a two-person rifle/observer team.

Courses include:

- ☐ Advanced Rifle Ballistics
- ☐ Counter Sniper Tactics
- ☐ Crisis Site Scenarios (Beginning to End Some Live Fire)
- ☐ Data Book/Cold Bore Shot
- ☐ Elevation Shooting/Varying Distances
- ☐ Equipment Overview
- ☐ Glass Deflection Demo/Drill
- ☐ Moving Target Drills
- ☐ Observation Techniques/Tactical Approach
- ☐ Observer Semiautomatic Rifle Familiarization
- ☐ Quick Reaction Drills
- ☐ Reduced Light Shooting
- ☐ Safety Rules/Regulations
- ☐ Selection and Occupation of Positions
- ☐ Unknown Distance Course Out to 600 Yards

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; must be in good physical condition; have completed a basic law enforcement academy; have completed a basic sniper or rifle training program; and be presently employed by a law enforcement agency as a sworn law enforcement officer, or as an agency instructor.

**Program Title: REACTIVE SHOOTING INSTRUCTOR TRAINING PROGRAM (RSITP)
(*Future Program*)**

Program Description: The RSITP enables new firearms instructors and field instructors to learn to teach Reactive Shooting. Reactive Shooting has been adopted by a number of federal agencies. It is expected the technique will continue to grow and will be adopted by other agencies. Intensive in nature, the training uses lecture, demonstration, laboratory exercises and student demonstrated proficiency by completing a qualification course of fire to the RSITP standard.

Topics include:

- ☐ Firearms Safety Rules Regulations
- ☐ Offering Safety

- ☐ Pistol Descriptions
- ☐ Reactive Shooting for Instructors
- ☐ Reactive Shooting Graded PE
- ☐ Reactive Shooting Scenarios with NLTA

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening; have completed a recognized firearms instructor training program; must be an active firearms instructor. Students are encouraged to bring their agency issued carry weapon, holster, and other equipment.

Program Title: SURVIVAL SHOOTING TRAINING PROGRAM (SSTP)

Program Description: The SSTP is a dynamic training program designed to train LEOs concepts in survival/reaction shooting skills. Once the officers develop these skills, they will learn to apply them in a variety of stressful, practical situations. Within the eight (8) day training program, the officer will employ several different types of weapons including pistols, shotguns and submachine guns. The student will learn how to apply reaction shooting concepts to virtually any handgun or shoulder weapon. The student will learn to apply marksmanship principles in a much faster time frame without sacrificing accuracy. Ultimately, the SSTP is designed to prepare LEOs to survive an armed confrontation in a street situation.

Topics include:

- ☐ Emergency Distance Shooting
- ☐ Live-Fire Shoot House Drills
- ☐ Physical Effects of Stress
- ☐ Pivot Drills
- ☐ Reduced Light with Flashlight
- ☐ Running Man Drills
- ☐ Safe Weapons Handling
- ☐ Submachine Gun Drills
- ☐ Tactical Shotgun Drills
- ☐ Tactical Speed Shooting Drills
- ☐ Use of Cover Drills

Length of Training: 8 class days

Prerequisites for Attendance: The training is open to any full-time law enforcement officer who has completed at least a basic firearms' training program. The applicant must also be able to pass a FLETC health screening.

Program Title: SUBMACHINE GUN INSTRUCTOR TRAINING PROGRAM (SMGITP)

Program Description: The Sub-Machine Gun Instructor Training Program (SMGITP) is a one-week (forty-two hours) program, designed to train the law enforcement officer to be a submachine gun

instructor with knowledge in the course of fire development, nomenclature, safety rules, safe handling, loading and unloading, safe operation and maintenance of multiple submachine guns.
Length of Training: 5 days, 42 hours.

Prerequisites for Attendance: For acceptance into this program, the individual must be: (1) a certified law enforcement officer; and (2) meet the Practical Exercise Performance Requirements (PEPR's) as indicated for the SMGITP.

DRIVER TRAINING PROGRAMS

The Office of Cheltenham Operations Driver Training Division (CDT) develops, manages, and delivers re-qualification, specialized, and advanced driver training to meet the mission requirements of Federal, state, and local law enforcement officers. CDT provides state-of-the art driver training facilities and resources, unique in its ability to replicate both urban and rural environments while providing a safe environment. A growing number of courses are offered or are in development, ranging from a two-day in-service refresher with particular emphasis on maintaining control of the vehicle in emergency and non-emergency situations, to a course in protective operations addressing topics such as counter-ambush and high center-of-gravity vehicles, and the driver instructor training program.

For further information regarding the following driver training courses offered at the FLETC Cheltenham, MD facility, please contact:

Driver Training Division Chief
Federal Law Enforcement Training Center
9000 Commo Road
Cheltenham, MD 20623-5000 Telephone: (301) 868-6155

- ☐ Agency Specific Vehicle Operation Requalifications
- ☐ Driver Instructor Training Program (DITP)
- ☐ Police Bicycle Training Program (PBTP)
- ☐ Vehicle Accident Investigation Training Program (VAITP) (*Future Program*)
- ☐ Law Enforcement In-Service Driver Training Program (LEIDTP)
- ☐ Standardized Field Sobriety Testing Refresher Training Program (SFSTRTP)
- ☐ Protective Operations Driver Training Course (PODTC) (*Future Program*)

Program Title: AGENCY SPECIFIC VEHICLE OPERATION REQUALIFICATIONS

The FLETC Cheltenham Driver Training Division (CDT) offers a free Agency Specific Driver Training Curriculum Development Service to Federal, State and Local law enforcement agencies and departments. The CDT has the opportunity to facilitate and administer safe, effective and proven driver training practices, procedures and techniques used by Federal, State and Local law enforcement agencies and departments.

The CDT staff of law enforcement professionals will consult with agency representatives to create or assist your training personnel in designing specific driver training programs, lesson plans, labs and practical exercises. After your agency or department approves the curriculum, we will provide viable

recommendations and solutions on how to appropriately integrate the training into your existing agency's or department's training requirements and mission specific duties.

This driver training curriculum research and development service affords your agency or department a cost-effective approach to stay on the forefront of state-of-the-art training methods and practices.

The mission of the FLETC is to provide the highest quality, state-of-the-art law enforcement training to meet the needs of the law enforcement community. The staff is proud of its creation and fostering of a world-class partnership with law enforcement agencies to produce basic and advanced law enforcement training.

For additional information on the FLETC Cheltenham Agency Specific Driver Training Curriculum Development Service, please contact Ivan Biss at 301-877-8338 or Ivan.Biss@dhs.gov.

Program Title: DRIVER INSTRUCTOR TRAINING PROGRAM (DITP)

Program Description: The DITP is designed to provide an experienced law enforcement officer/agent with the knowledge, skills, and techniques necessary to teach certain driving courses to entry-level and in-service officers/agents. Experience in both classroom and on-range instruction is gained through participation in lectures, laboratories, and practical exercises.

The program includes:

- ☐ Instructional Aids
- ☐ Instructional Methods
- ☐ On-Range Instruction
- ☐ Presentation Procedures
- ☐ Range Facilities and Technology
- ☐ Systems Approach to Training
- ☐ Teaching Emergency Response Driving
- ☐ Teaching Evasive Driving and Accident Avoidance
- ☐ Teaching Night Pursuit Driving
- ☐ Teaching Non-Emergency Vehicle Operation (NEVO)
- ☐ Teaching Pursuit Driving
- ☐ Teaching Skid Control
- ☐ Vehicle Dynamics
- ☐ Introduction to Computer Graphics
- ☐ Advanced Braking Techniques

Length of Training: 10 class days

Prerequisite for Attending: Applicants must have completed a law enforcement instructor training program, must have in their possession a valid driver's license issued by the State in which they reside, and must pass a FLETC health screening.

Program Title: POLICE BICYCLE TRAINING PROGRAM (PBTP)

Program Description: The PBTP trains police bicycle officers in the principles and techniques of conducting law enforcement patrols on bicycles. It equips police cyclists with the skills, techniques, operational principles, and legal considerations to ensure safety while patrolling on a police bicycle. Students learn cycling skills, defensive tactics, physical conditioning, and officer safety and survival tactics.

The program includes:

- ☐ Bicycle Injury Management
- ☐ Bicycle Maintenance
- ☐ Bicycle Nomenclature and Pre-ride Preparation
- ☐ Bicycle Patrol Procedures
- ☐ Bicycle Techniques and Tactics
- ☐ Bicycling Skills
- ☐ Handgun Stress Course for the Police Cyclist
- ☐ Hazard Recognition and Negotiation
- ☐ History and Uses of Police Bicycles
- ☐ Night Riding
- ☐ Physical Conditioning
- ☐ Rules of the Road
- ☐ Situation Response for the Police Cyclist
- ☐ Survival Shooting Tactics
- ☐ Use of Cover Drills for the Police Cyclist
- ☐ Vehicle Encounters

Length of Training: 5 class days

Prerequisites for Attending: Applicants must pass a FLETC health screening.

Program Title: STANDARDIZED FIELD SOBRIETY TESTING REFRESHER TRAINING PROGRAM (SFSTRTP)

Program Description: This program provides students the skills needed to improve the overall consistency of how the Standard Field Sobriety Testing (SFST) test battery is administered by individual police officers. Officers can refresh their skills at recognizing and interpreting evidence of Driving While Intoxicated/Driving Under the Influence (DWI/DUI), administering and interpreting the scientifically validated sobriety tests, and describing DWI/DUI evidence clearly and convincingly.

This program includes:

- ☐ Vehicle-in-Motion and Personal Contact
- ☐ Pre-Arrest Screening
- ☐ Interpretation of Evidence/Making the Arrest Decision
- ☐ Field Notes

- ☐ Testimony and Pre-Trial Preparation
- ☐ New Developments

Length of Training: 1 day

Prerequisites for Attending: Successful completion and certification by the National Highway Traffic Safety Administration in the Standardized Field Sobriety Testing

**Program Title: VEHICLE ACCIDENT INVESTIGATION TRAINING PROGRAM
(VAITP) (*Future Program*)**

Program Description: This program teaches students the investigative techniques for conducting vehicle accident investigations. Students learn how to make and record accurate measurements. They learn how to use the traffic templates to make accurate scale diagrams of the accident scene.

This program includes:

- ☐ Introduction to Accident Investigation
- ☐ Tools of an Accident Investigator
- ☐ Highway Terminology
- ☐ Traffic Template
- ☐ Determining Speed from Skid Marks
- ☐ Traffic Accident Diagramming
- ☐ Getting to the Scene Safely and Quickly
- ☐ Accident Investigation Photography
- ☐ Accident Scene Procedures
- ☐ Determining the Accident Cause
- ☐ Hit and Run Investigation Procedures
- ☐ Diagramming Laboratory
- ☐ Diagramming Practical Exercise

Length of Training: 3.5 class days

Prerequisites for Attending: None.

**Program Title: LAW ENFORCEMENT IN-SERVICE DRIVER TRAINING
PROGRAM (LEIDTP)**

Program Description: The program was developed to meet the in-service driver requirements of law enforcement officers and agents in hopes of preventing property loss, injury, and death as the result of motor vehicle accidents occurring in the line of duty. It is intended to suit the needs of a broad spectrum of law enforcement officers and agents. Course content emphasizes proper control of the vehicle at all times, the importance of the student knowing their limitations and the vehicles limitations during emergency and non-emergency operations. The LEIDTP is taught with a minimum of lecture and with the maximum use of hands-on demonstration and practice.

This program includes:

- ☐ Non-Emergency Vehicle Operations

- ☐ Skid Recognition, Avoidance, and Recovery
- ☐ Law Enforcement Emergency Vehicle Operations

Length of Training: 2 class days

Prerequisites for Attending: Student must have in their possession a valid Driver's license from the state in which they reside.

**Program Title: PROTECTIVE OPERATIONS DRIVER TRAINING
REFRESHER COURSE (PODRTC) (*Future Program*)**

Program Description: The PODRTC, currently under development, will be designed to meet the needs of LEOs/Agents assigned to small unit protective details. The courses will be tailored to the needs of the individuals assigned to the protection details of Secretary's, Under Secretary's, Federal Agency Heads, as well as elected or appointed officials at the Federal, state, and local government level requiring a protective detail.

This program will include:

- ☐ Terrorist Operations, Strategies, and Training Methods
- ☐ Counter Ambush Drills
- ☐ Evasive Driving Skills
- ☐ Arrivals and Departures
- ☐ Operator and Protectee Vehicle evacuation drills
- ☐ Advances, Protective Services Logistics
- ☐ Operations Intelligence Support
- ☐ Foot Formations/CQB
- ☐ High Center of Gravity Vehicle Training
- ☐ Vehicle formations
- ☐ Airport Operations
- ☐ Counter Surveillance

Length of Training: 5 class days (39 hours anticipated)

Prerequisite for Attending: Applicants must have in their possession a valid driver's license issued by the State in which they reside and must pass a FLETC health screening.

TRAINING PROGRAMS EXPORTED TO FLETC CHELTENHAM

**Program Title: COMMERCIAL VEHICLE COUNTERTERRORISM
INSTRUCTOR TRAINING PROGRAM (CVCITP)**

Program Description: The CVCITP program is designed to meet the needs of law enforcement officers responsible for the enforcement of commercial vehicles traveling on the Nation's highways. The CVCITP is unique in its design, recognizing that security of our highways is accomplished by a cooperative effort of Federal, state, and local officers. The CVCITP is designed to provide the law enforcement officer (LEO) with information, methods, and techniques necessary for motor vehicle carrier stops. Given

probable cause to make contact with a commercial vehicle, the student will identify techniques to safely conduct a traffic stop, determine indicators of possible terrorist activity, and provide an inspection of the vehicle and driver in accordance with their agency's policies and procedures, while utilizing the principles of officer safety. This program is conducted as a Center Advanced Export Training Program.

Courses include:

- ☐ Commercial Vehicle Awareness
- ☐ Fraudulent Document Recognition
- ☐ Weapons of Mass Destruction for POCVATP
- ☐ Terrorism for CVAITP
- ☐ Commercial Vehicle Counterterrorism Laboratory
- ☐ Interviewing Skills

Length of Training: 4 class days, 29 hours

Prerequisites for Attendance: Attendance is open to Federal, state, and local law enforcement officers and agents who are assigned duties related to enforcement of commercial vehicles.

Program Title: INTELLIGENCE ANALYST TRAINING PROGRAM (IATP)

Program Description: The IATP is an introductory training program providing participants a fundamental understanding of law enforcement intelligence, the intelligence cycle, information collection techniques, analytic research methodologies, research tools, technology, and techniques. The IATP provides participants with the core competencies for a law enforcement analyst as listed in the *Minimum Criminal Intelligence Training Standards for United States Law Enforcement and Other Criminal Justice Agencies*.

FLETC instructional staff leads the sessions, supplemented by guest lecturers who possess expertise in the topical area of study. This is a "hands on" training program, whereby participants conduct data collection and research by using on-line computer data bases and use of analytic software programs during individual and group practical exercises. Participants will also gain an understanding in the use of visual information charting, link analysis, relational graphics, report writing and oral briefing skills.

Courses in the Program include:

- ☐ Introduction to Law Enforcement Intelligence
- ☐ The Intelligence Cycle
- ☐ Intelligence Analysis: Core Competencies
- ☐ Introduction to Intelligence Analysis
- ☐ Legal Issues for Intelligence Research Specialists
- ☐ Operational Planning
- ☐ Digital Officer Safety & Operations Security (OPSEC)
- ☐ External Information Sources
- ☐ Electronic Sources of Information for Law Enforcement
- ☐ Response Analysis
- ☐ Fraudulent Document Lab (FDL)
- ☐ Analytical Methods & Techniques

- ☐ Report Writing for Analysts
- ☐ MS Excel for Intelligence Analysis
- ☐ Introduction to Electronic Worksheets and Graphs
- ☐ Financial Aspects of Criminal Investigations
- ☐ Geographic Information Systems and Geographical Profiling
- ☐ Case Summary and Trial Preparation
- ☐ Court Room Testimony

There is a mid-program comprehensive examination to verify the student's learning and a Practical Exercise (PE) that follows the form of the intelligence cycle/process. The PE requires an oral briefing and the submission of a paper.

Length of Training: 76 Hours

Prerequisites for Attendance: This program is open to U.S. citizens working in Federal, state, and local law enforcement and is "geared" towards the basic or entry level intelligence analyst. It is not expected that experienced investigators will comprise a significant portion of the attendees. Participants must have basic MS Windows file management skills and have basic knowledge of MS Word, Excel and PowerPoint.

**Program Title: LAW ENFORCEMENT SUPERVISOR'S LEADERSHIP
TRAINING PROGRAM (LESLTP)**

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a supervisory training program designed for law enforcement. The instructors in this program, all current or former supervisory law enforcement professionals, bring a unique understanding of the law enforcement culture and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

Participants in this program will learn how to apply basic leadership knowledge, skills, and abilities (KSAs) to attain the highest level of performance and accountability. This program develops the new law enforcement leader's skill base in three key enablers of human capital leadership: people, processes, and technology. The program focuses heavily on the most important enabler: people.

The leadership development journey begins with self assessment, and coming to the understanding that people are assets whose value can be enhanced through investment and understanding. The law enforcement leadership journey continues by helping the new leader to understand, and then align with the employing agency's vision, mission, future goals, core values and objectives. Through this process, participants learn to lead by example.

This program provides the students with the competencies needed to be effective as a leader in the law enforcement community. The KSA topical areas include leadership skills, communication skills, team building, conflict management, human capital resource management, legal responsibilities, stress management, workplace diversity, performance skills, briefing skills, and decision-making skills. Using their own life and work experiences, participants will explore these topics and develop skills through use of an adult learning model that employs lecture, laboratory and practical exercises, case studies, and self-directed learning.

Topical Competencies:

- ☐ Leadership Skills for the Future: Building a Law Enforcement Team for the 21st Century
- ☐ Leadership Through Understanding Behavioral Diversity
- ☐ Leadership Skills for Public Speaking
- ☐ Leadership and Understanding Stress in the Law Enforcement Culture
- ☐ Leadership and Performance Management in Law Enforcement
- ☐ Conflict Management for Law Enforcement Supervisors
- ☐ Leadership & the One Minute Manager, SL® II for Law Enforcement
- ☐ Managing the Federal Employee Discipline & Performance Process (Legal)
- ☐ Leading Vision: Mission & Technology Forecasting
- ☐ Networking Skills for Law Enforcement Supervisors
- ☐ Leadership & Understanding Attitudes / Values / Principles & Ethics

NOTE: To complete this program successfully, participants will need to complete approximately 16 hours of self-directed study after hours.

Length of Training: 8 class days, 80 training hours

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

Program Title: LAW ENFORCEMENT INSTRUCTOR TRAINING PROGRAM (LEITP)

Program Description: The LEITP is designed to prepare the newly appointed FLETC instructors for their role as full-time law enforcement trainers. The program is offered to members of all Federal Partner Organizations and, on a space-available basis, to Non-Partner Federal agencies, and State and local law enforcement organizations.

The program is intense, practical, and experiential in design, and presents a solid emphasis on effective student-centered learning and the role of the law enforcement instructor. Throughout the training, participants will design and instruct several sessions on subjects that are occupationally related to their assignments. Each presentation is videotaped to give the participants an opportunity to view and critique themselves. The participants also will receive constructive feedback from peers and staff members. A considerable portion of the program is devoted to the preparation and presentation of the participants' own instructional sessions.

Courses include:

- ☐ Classroom Equipment Operation
- ☐ Classroom Management Issues
- ☐ Ethical Issues in Law Enforcement Training
- ☐ Facilitation Fundamentals
- ☐ Instructional Systems Design for Law Enforcement
- ☐ Learning Methodologies
- ☐ Lesson Plan Development
- ☐ Media Overview

- ☐ Performance Objectives Development
- ☐ PowerPoint
- ☐ Presentation Skills
- ☐ Student Advisement and Guidance
- ☐ Student-Centered Learning
- ☐ Team Building
- ☐ Testing and Assessment
- ☐ Trainee Stress and Stress Management
- ☐ Training Management and Coordination Division Overview
- ☐ Training Tools
- ☐ Understanding Today's Learners

Length of Training: 10 class days

Prerequisites for Attendance: Participants must be law enforcement officers/investigators responsible for instruction as a collateral duty. A participant may also be someone associated with law enforcement who may be assigned as, or designated to become, an instructor responsible for instruction as a collateral duty. Participants must be recommended by their supervisors or other organization officials.

Program Title: FLETC LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR TRAINING PROGRAM (FLTUHBTP)

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program specifically designed for law enforcement. The instructors in this program, all current or former law enforcement leadership professionals, bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Law Enforcement Supervisors' Leadership Training Program (LESLTP) and are not scheduled to attend LESLTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, LELI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in LESLTP. These courses focus heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations' economy, efficiency, and effectiveness; thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the LESLTP. Additionally, supervisors and managers who have completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Topical Competencies:

- ☐ Attitudes, Values and Ethics
- ☐ Communication Skills

- ☐ Leadership and the One Minute Manager (Situational Leadership® II)
- ☐ Understanding Behavioral Diversity (DISC)
- ☐ Leadership Application Exercises

NOTE: To complete this program successfully, participants will need to complete 4 hours of self-directed learning after-hours.

Length of Training: 3 class days, 24 training hours

Target Audience: Middle Managers

Prerequisites for Attendance: This program is designed as a career development tool; Participation is determined by Partner Organization needs.

Program Title: SELF LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR TRAINING PROGRAM (SLTUHB)

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program specifically designed for law enforcement. The instructors in this program, all current or former law enforcement leadership professionals, bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Law Enforcement Supervisors' Leadership Training Program (LESLTP) and are not scheduled to attend LESLTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, LELI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in LESLTP. These courses focus heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations’ economy, efficiency, and effectiveness; thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the LESLTP. Additionally, supervisors and managers who have completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Topical Competencies:

- ☐ Attitudes, Values and Ethics
- ☐ Communication Skills
- ☐ Leadership and the One Minute Manager (Situational Leadership® II)
- ☐ Understanding Behavioral Diversity (DISC)
- ☐ Leadership Application Exercises

NOTE: To complete this program successfully, participants will need to complete 4 hours of self-directed learning after-hours.

Length of Training: 3 class days, 24 training hours

Target Audience: Middle Managers

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

Program Title: THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE® (SHHEPTP)

Program Description: The Law Enforcement Leadership Institute in partnership with the Franklin Covey Company is proud to offer the program “The Seven Habits of Highly Effective People®.” This timely program contains all the information and materials found in the public or corporate offerings, but has been tailored to meet the unique needs of the law enforcement professional. Each facilitator is a current or former law enforcement professional certified by the Franklin Covey Company to present this challenging program.

The extraordinary events of September 11, 2001 and the continuing “War Against Terrorism” are calling law enforcement professionals to undertake additional duties including heightened vigilance, mission redefinition or expansion and, for some, agency reassignment or reorganization.

The strategic management of human capital is critical to success in meeting these challenges. The Administration and the Congress both recognize the importance of human capital and encourage further investment in these valuable assets. The key to increased security and successful law enforcement operations are the people who do the tasks. They must be responsible, accountable, able to develop and use their many talents, and must be recognized for their unique contributions.

The Seven Habits program begins and enhances the developmental process for the law enforcement professional by encouraging and facilitating the recognition of **Being Proactive** in choosing one’s attitude, by creating opportunities for success by being “response-able.”

To **Begin With the End in Mind**, is the habit of personal leadership. It emphasizes future possibilities rather than past obstacles in one’s professional and personal lives. It encourages the participant to focus on what is important rather than what appears urgent by **Putting First Things First**.

Law enforcement professionals must recognize the importance of effective communication through the habit of **Think Win-Win**, the habit of interpersonal leadership. Effective communication requires that one be able to listen empathically before speaking. Through the habit of **Seek First to Understand, Then be Understood** the law enforcement professional will strengthen the habit of communication.

An emerging strength for the law enforcement community is the recognition of diversity whether defined by demographics, values, behaviors or experiences. **Synergy** is the habit of creative

cooperation to maximize learning different points of view and seeking to find a better solution to a problem.

Finally, the law enforcement professional must recognize that only through continual improvement or **Sharpening the Saw** can one keep current of the latest law enforcement techniques and maintain physical and emotional health.

Employees are the most effective enablers for organizational effectiveness. This program provides tools to enhance their individual performance and to become persons of positive influence in the organization.

Please note that 4-6 weeks prior to the start of the program, participants must complete a 360-degree 7-Habits® Profile to obtain valuable feedback needed during the conduct of the training. This program may be available for export to your location for the price of the training materials and the travel and per diem expenses of the facilitators.

Length of Training: 4 class days, 32 training hours

**Program Title: SITUATIONAL LEADERSHIP® II (LAW ENFORCEMENT VERSION)
TRAINING PROGRAM (SLIITP)**

Program Description: This program teaches the leadership model developed by Dr. Ken Blanchard and his colleagues at The Ken Blanchard Companies. The Law Enforcement Leadership Institute (LELI) and The Ken Blanchard Companies have collaborated to customize the program for law enforcement leaders and managers. It provides a unique opportunity for law enforcement professionals, not only to refine their supervisory and leadership skills and share their real-world experiences, but more importantly, to use Situational Leadership® II (SLII) to develop their people.

SLII (Law Enforcement Version) provides the participant with the competencies needed to lead their people based on each individual's or team's skill and attitude level for a specific task or mission. By using this model, law enforcement leaders can develop their people and organizations into highly effective individuals, teams and agencies that recognize the intrinsic value of each employee.

The instructors are current or former law enforcement professionals and have been qualified by The Ken Blanchard Companies to present the program. These professionals bring a unique understanding of the law enforcement culture, and practical knowledge of how to meet the challenges that face a law enforcement supervisor in operational settings.

Participants in this program will gain an understanding of how to apply Situational Leadership® II in both their personal lives and their law enforcement careers. Participants will explore topics to develop skills using an adult learning model that employs lecture, case studies, practical exercises, and self-directed learning. This program is highly participatory and hands-on.

Program Competencies:

- ☐ Beliefs and Building Blocks
- ☐ Problems & Needs Diagnosis

- ☐ Leadership Flexibility
- ☐ Implementing and Applying Situational Leadership® II
- ☐ Initiating and Implementing Organizational Change
- ☐ Leadership for the Future
- ☐ Matching Leadership Style to Development Level

Length of Training: 3 class days, 24 training hours

Target Audience: Anyone who has a law enforcement leadership role.

Prerequisites for Attendance: This program is designed as a career development tool; participation is determined by Partner Organization needs.

THE OFFICE OF STATE AND LOCAL LAW ENFORCEMENT TRAINING

The FLETC Office of Cheltenham Operations provides requalification and agency advanced training to over 24,000 state and local law enforcement officers in the metropolitan Washington, DC, Maryland, and Virginia area on a space available basis. This enables the FLETC Office of State and Local Law Enforcement Training to provide and sponsor relevant training courses to. For specific information regarding these programs, contact:

Director
National Center for State, Local and International Law Enforcement Training
Federal Law Enforcement Training Center
Glynco, GA 31524

Telephone: (912) 267-2345

PHYSICAL TECHNIQUES DIVISION



PHYSICAL TECHNIQUES DIVISION

The staff of the Physical Techniques Division (PTD) has instructional and course development responsibilities for six major subject matter areas: Arrest Techniques, Defensive Tactics, Intermediate Weapons, Cardiopulmonary Resuscitation (CPR), Physical Conditioning, and Survival Swimming. In basic programs, instruction is provided in Arrest Techniques, which involves handcuffing and searching procedures, Defensive Tactics, which includes ground and close quarter fighting techniques, and Baton Techniques.

The American Red Cross CPR Certification is required in many programs. Students must complete successfully a practical exercise and/or written examination in each of these subjects. Most programs require participation in physical conditioning. Additionally, students participate in the Physical Efficiency Battery (PEB). This involves assessments in cardiovascular endurance, dynamic upper body strength, body fat composition, agility, and flexibility of the lower back area. The five advanced programs described on the following pages were designed to train the trainer.

For further information, please contact:

Division Chief
Physical Techniques Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Building 252
Glynco, GA 31524
Telephone: 912-267-2405
FAX: 912-262-3708

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: ARREST TECHNIQUES INSTRUCTOR TRAINING PROGRAM (ATITP)

Program Description: The Arrest Techniques Instructor Training Program (ATITP) is a 40 hour course. It runs from Monday to Friday. The Arrest Techniques Instructor Training Program was designed to present the student with a wide range of techniques used with compliant suspects. It allows the students to explore the different techniques used for controlling and apprehending a suspect, and then develop a program that would be suitable for their specific agency. The student is also exposed to different methods for teaching psycho-motor skills to both basic and advanced students. Upon completion of the program, the student will be able to develop, prepare and present a course of instruction in the subject area of Arrest Procedures.

This course will cover topics including:

- ☐ Use of Force
- ☐ Various Handcuffing Styles and Equipment
- ☐ Weapon Recovery Techniques
- ☐ Searching Principles
- ☐ Instructional Methodology (Psychomotor Skill Development)
- ☐ In-Service Development
- ☐ Non-Compliant Arrest Techniques
- ☐ Use of Supplemental Restraints
- ☐ Oleoresin Capsicum Spray

Program Requirements:

- ☐ Currently employed as a sworn Law Enforcement Officer or Trainer, and be recommended by your Agency.
- ☐ Attend and successfully complete all components of training. Late arrivals and early dismissals are not permitted.
- ☐ Participate and pass all scenario based training.
- ☐ Develop, prepare and present a 20 minute presentation
- ☐ Must be Medically Cleared, and be able to participate in Intensive Training lasting up to 10 hours per day.
- ☐ Must be able to demonstrate all required techniques as officer and suspect.
- ☐ Pre-registration is required.

Length of Training: 40 hour program starting on Monday and concluding on that Friday

Program Title: DEFENSIVE TACTICS INSTRUCTOR TRAINING PROGRAM (DTITP)

Program Description: The Defensive Tactics Instructor Training Program (DTITP) is an 80 hours course. The Defensive Tactics Instructor Training Program is designed to instruct student instructors with the different techniques used in controlling a non-compliant suspect. This program concentrates on the techniques for Ground Defense and Takedown techniques. At the conclusion of this program, the student will be able to develop and instruct their agency's Law Enforcement officer in the best techniques for their daily activities. Each student will receive a certificate of completion, Instructor Manual, Leather Grappling Gloves and Mouth guard. The classes are generally in 2 hour

increments with a 1 hour lunch. All training equipment will be supplied. The student needs to bring shoes or boots that have a non-marking sole.

This course will cover topics including:

- ☐ The FLETC Use of Force Model
- ☐ Unified Training Principles
- ☐ Injury Management
- ☐ Instructional Methodology (Lecture and Demonstration of Psycho-motor skills and Development of In-service programs.)
- ☐ Instructor Liability
- ☐ Pressure Points and Joint Manipulations
- ☐ Takedowns with 1 and 2 Officers
- ☐ Ground Defense
- ☐ Block, Strikes, and Kicks
- ☐ Spontaneous Attack Defense
- ☐ Edged Weapons Defense
- ☐ Dynamic Drills involving Non-Lethal Training Ammunition
- ☐ Controlled Simulated Fight Scenario
- ☐ Tactical Simulation Drills
- ☐ Overview of Arrest Techniques
- ☐ Review of Removal of weapons, Clearing Hidden Hands, Compliant and Non-Compliant Handcuffing, Suspect Positioning, Search and Frisk Positions.

There is NO OC OR BATON training in this course

Program Requirements:

- ☐ Currently employed as a sworn Law Enforcement Officer or Trainer, and be recommended by your Agency.
- ☐ Attend and successfully complete all components of training. Late arrivals and early dismissal are not permitted.
- ☐ Must be Medically Cleared, and be able to participate in Intensive Training lasting up to 10 hours per day.
- ☐ Participate and pass all scenario based training.
- ☐ Develop, prepare and present a 20 minute presentation.
- ☐ Pre-registration is required.

Length of Training: 80 hour program starting on Monday and concluding on the following Friday

Program Title: INTERMEDIATE WEAPONS INSTRUCTOR TRAINING PROGRAM (IWITP)

Program Description: The Intermediate Weapons Instructor Training Program (IWITP) is a 40 hour program. The Intermediate Weapons Instructor Training Program exposed the student instructor to different types of intermediate weapons used by Law Enforcement. The course is designed to demonstrate transition drills from hand to hand combat to the use of alternative weapons to gain control of non-compliant suspect. During the program the student instructor will be exposed to

live Oleoresin Capsicum and be shown techniques to work through the effect to gain control of the suspect. Additionally, the student will be exposed to scenario based training that will require them to transition to various actions in a situation that is fluid and constantly changing. This course is physically demanding. At the conclusion of the program, the student instructor will be able to develop and instruct in the various intermediate weapons used by their agency.

This course will cover topics including:

- ☐ Threat Assessment
- ☐ Use of Force
- ☐ Spontaneous Attack Defense
- ☐ Baton Techniques
- ☐ Instructional Methodology (Psychomotor Skill Development)
- ☐ Oleoresin Capsicum (OC) and Tactics
- ☐ Interactive Training Scenarios
- ☐ Student Teaching

Program Requirements:

- ☐ Currently employed as a sworn Law Enforcement Officer or Trainer, and be recommended by your Agency.
- ☐ Attend and successfully complete all components of training. Late arrivals and early dismissal are not permitted.
- ☐ Pass interactive Practical Exercises.
- ☐ Pass a Practical Evaluation of student instructional skills.
- ☐ Pass a Skill Review Test.
- ☐ Must receive an active exposure of O.C. spray during one training scenario.

Length of Training: 30 hour program starting on Monday and concluding that Friday

**Program Title: LAW ENFORCEMENT CONTROL TECHNIQUES INSTRUCTOR
TRAINING PROGRAM (LECTITP)**

Program Description: The Law Enforcement Control Techniques Instructor Training Program (LECTITP) is a physically demanding and intensive thirteen (13) day training program that combines the Arrest Procedures Instructor Training Program (ATITP), Intermediate Weapons Instructor Training Program (IWITP), and Defensive Tactics Instructor Training Program (DTITP). This course was designed to assist the agencies with personnel training. By combining the three advanced technique classes for dealing with both compliant and non-compliant suspects, the agencies can have their future instructor trained in a three week program instead of four weeks. At the conclusion of this program, the student instructor will be able to develop and instruct a non-lethal program for both compliant and non-compliant suspects that will fit the needs of their agency.

This course covers topics including:

- ☐ The FLETC Use of Force Model
- ☐ Unified Training Principles
- ☐ Instructional Methodology (Lecture and Demonstration of Psycho-motor Skills and

Development of In-service Programs.

- ☐ Arrest and search procedures
- ☐ Terry Stop including Terry Frisk
- ☐ Weapon removal for compliant and non-compliant suspects
- ☐ Ground Defense
- ☐ Blocks, Strike and Kicks
- ☐ Various takedowns
- ☐ Pressure Point application and Control Tactics
- ☐ Spontaneous Attack Defense
- ☐ Edged Weapons
- ☐ Weapon Retention
- ☐ Oleoresin Capsicum tactics and exposure
- ☐ Intermediate Weapons
- ☐ Dynamic Drills involving Simmunition
- ☐ Tactical Simulation Drills

Program Requirements:

- ☐ Currently Employed as a sworn Law Enforcement Officer or Trainer, and be recommended by your Agency.
- ☐ Attend and successfully complete all components of training. Late arrivals and early dismissals are not permitted.
- ☐ Participate and pass all scenario and skill based training.
- ☐ Develop, prepare and present a 20 minute presentation.
- ☐ Must be Medically Cleared, and be able to participate in Intensive Training lasting up to 10 hours per day.
- ☐ Must be able to demonstrate all required techniques as officer and suspect.
- ☐ Pre-registration is required.

Length of Training: 120 hour program starting on Tuesday and concluding on the Third Thursday

Program Title: PHYSICAL FITNESS COORDINATORS TRAINING PROGRAM (PFCTP)

Program Description: The Physical Fitness Coordinators Training Program (PFCTP) is designed to present the participant with information concerning health, physical fitness assessment and conditioning. The participant also learns program management, basic anatomy and physiology, exercise leadership, and injury prevention. Individuals attending this program will receive instruction and practical training to instruct, demonstrate, evaluate, and direct programs in the related areas of physical fitness. The student instructor will be exposed to different techniques and methodologies to develop and maintain a fitness program to meet the needs of their agency. In addition to research information, each student will receive skinfold calipers, stethoscope sphygmomanometer, and Heart Rate Monitors.

This course covers topics including:

- ☐ Basic Program Foundations
- ☐ Cardiovascular Assessments
- ☐ Exercise Adherence

- ☐ Exercise Alternatives
- ☐ Exercise Considerations for Special Populations
- ☐ Exercise Prescription
- ☐ Flexibility
- ☐ Functional Anatomy
- ☐ Injury Management
- ☐ Legal Aspects of Exercise Administration
- ☐ Lifestyle Management
- ☐ Nutrition
- ☐ Physical Assessments and PEB Results
- ☐ Physical Conditioning
- ☐ Physical Efficiency Battery
- ☐ Physical Testing Protocol
- ☐ Progressive Strength Training
- ☐ Stress Management
- ☐ Principles of Weight Management

Program Requirements:

- ☐ Pass the Physical Efficiency Battery (PEB). The PEB consists of five physical fitness items performed during a single physical fitness evaluation session. A passing score (40% or higher) is required for each test item. The PEB measures flexibility (sit and reach test), body fat assessment, speed and agility (Illinois Agility test), aerobic capacity (1.5 mile run), and upper body strength (bench press).
- ☐ Possess a valid CPR certification. Participants must bring their current CPR card (American Heart Association or American Red Cross).
- ☐ Attend all class sessions. Students who arrive late or leave early and are absent from either instructional or practical sessions will not graduate from the program.
- ☐ Successfully pass (minimum score of 70%) the written examinations. A comprehensive multiple choice examination and a case study examination is given at the end of the program.

Length of Training: 80 hour program, starting on Monday and concluding the following Friday

TRAINING MANAGEMENT DIVISION

Welcome to the



Federal Law Enforcement Training Center



Homeland
Security

December 9, 2004

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TRAINING MANAGEMENT DIVISION

The staff of the Training Management Division (TMD) is responsible for providing logistical and administrative assistance to the Deputy Assistant Director, Office of Training Management. The TMD also serves as the program manager, facilitating the design, revision and implementation of training programs, as well as maintaining control over the FLETC lesson plans, syllabi, class reports, and assigned training programs.

The Chief of TMD serves as the FLETC Program Manager for the eleven basic training programs shown on the following pages. The TMD staff is responsible for coordinating the design, development, administration, and management of these training programs. These programs are designed to provide the new law enforcement officer or agent with the basic skills needed to properly perform their duties. The lengths of the basic programs range from 3 to 18 weeks, depending upon the needs of the agencies.

Specific responsibilities include, but are not limited to:

- ☐ Implementing the results of program conferences, training surveys, and policy decisions that relate to the revision of curricula, programs, subjects, or courses;
- ☐ Assisting in the formulation of new procedures and policies to improve efficiency of operations;
- ☐ Managing assigned training program responsibilities, including negotiations with agencies on program content and objectives, supervision of students, and other related administrative activities;
- ☐ Facilitating the reviewing and processing of general correspondence, reports, lesson plans, syllabi, and class reports;
- ☐ Preparing budget estimates and providing assistance in the administration of available funds to include internal allocation and the review/approval of purchase requisitions;
- ☐ Analyzing operational problems and developing timely and economical solutions;
- ☐ Serving as project coordinator for special assignments;
- ☐ Analyzing the availability of training assets and resources;
- ☐ Allocating training assets and resources to meet the needs of the various training programs;
- ☐ Identifying potential shortfalls of training assets and resources;
- ☐ Developing short-, mid- and long-term solutions to training asset and resources issues; and
- ☐ Ensuring that all training is conducted at the highest quality levels while maintaining cost-effectiveness.

The Agency Advanced training programs are managed by TMD staff, along with the solicitation, gathering and analysis of the Annual Agency Training Projections; allocation of training slots; assignment of student housing; room and resource assignments; and the complete scheduling of all training programs conducted at the FLETC.

For further information, please contact:

Division Chief
Training Management Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Rd
Townhouse 382
Glynco, GA 31524
Telephone: 912-267-2588
FAX: 912-267-2805

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

Program Title: ABBREVIATED PROBATION AND PRETRIAL SERVICES TRAINING PROGRAM (APPSTP)

Program Description: This program is designed as a training program for newly appointed federal probation and pretrial services officers and is limited primarily to safety and firearms training.

General topic areas include: Defensive Tactics Techniques, Tactical Procedures

Specific topic areas include: Officer Ethics, the Federal Court System, Use of Force, Officer Safety, Defensive Tactics, Firearms Safety and Tactics

Length of training: 15 class days

Prerequisites for Attendance: Appointment to the Probation and Pretrial Services Division of the Administrative Office of the United Courts

Program Title: BUREAU OF CUSTOMS AND BORDER PROTECTION INTEGRATED TRAINING PROGRAM (BCBPI) **

Program Description: This training program replaces the Immigration and Naturalization Service Integrated Training Program (INSI) and the United States Customs Service Integrated Training Program (USCSI). Through this program, new Bureau of Customs and Border Protection (BCBP) Inspectors are trained in basic law enforcement skills, including: Anti-Terrorism; Detection of Contraband; Interviewing; Cross-Cultural Communication; Firearms Handling and Qualification, Immigration and Naturalization laws; U. S. Customs Export and Import laws; Defensive Tactics; Arrest Techniques; Baton Techniques; Examination of Cargo, Bags and Merchandise; Border Search Exception; Entry and Control Procedures; Passenger Processing; and Officer Safety and Survival.

Length of Training: Under Development

Prerequisites for Attendance: Enrollment nominations for the BCBPI must be submitted in accordance with DHS/BTS/BCBP policies. The DHS establishes its own employment standards for the Inspectors, and all attendees must meet the DHS recruitment standards and the FLETC's Practical Exercise Performance Requirements for the BCBPI PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: BUREAU OF PRISONS BASIC TRAINING PROGRAM (BOP-B)

Program Description: This training is mandatory for all new, institution-based Bureau of Prisons (BOP) employees and is taught by BOP staff. The curriculum provides a common foundation of agency-specific training to BOP employees. A variety of methods are employed in the delivery of instruction, including group discussions, videotaped case studies, self studies, and practical exercises. In addition, students must actively participate and perform to standard levels in Firearms Handling and Qualification, and the Physical Ability Test. A familiarization in Self-Defense Techniques are also presented and participants are evaluated. The Bureau's Basic Training Program is fully accredited by the University of Eastern Kentucky.

Topics include:

Correctional Supervision

- Ethics
- Fundamentals of Correctional Law
- History of the Bureau of Prisons
- Hostage Situations
- Inmate Drug and Alcohol Use
- Inmate Profiles
- Inmate Workforce and Diversity
- Interpersonal Communication Interventions
- Organization of the Bureau of Prisons
- Physical Ability Test
- Sexuality in Prisons
- Self-Defense
- Skills in Situation Assessment
- Stress Management
- Suicide Prevention
- Use of Force
- Weapons Handling and Qualifying

Length of Training: 13 class days

Prerequisites for Attendance: Standards for employment are set by the BOP. Following employment, students complete a two week Institution Familiarization training program prior to being sent to the FLETC by the agency. State and local corrections employees are admitted by the BOP on a space-available basis.

Program Title: BUREAU OF PRISONS BUS OPERATIONS TRAINING (BOT)

Program Description: This training program provides the student with an overview of the Bus Operations Training program. Emphasis is placed on policy, procedures, principles, and techniques employed to mass transport inmates via Bureau buses and/or airlifts. Instructors use various instructional methodologies including lectures, discussions, and practical exercises. Certificates of Certification and Graduation will be presented to students successfully completing all segments of the Bus Operations Training program.

Topics include:

- Bus Inspection and Search
- Weapon Retention and Practical Exercise
- Bus Records/Paperwork and Forms
- Drivers Specialty Training
- Firearms - 9mm Pistol
- Firearms - Remington 870 Short Shotgun
- Visual Searches/Application of Restraints
- Legal Issues
- Firearms - Officer Survival Skills and Stress Course
- Special Concerns and Equipment
- Firearms - Reduced Light

Role-Play Scenarios/Practical Exercise
Airlift Operations
P.S. Prisoner Transportation Manual (Self-Study)

Length of Training: 8 class days

Prerequisites for Attendance: BOP training courses Institutional Familiarization, Introduction to Correctional Techniques, Basic Prisoner Transportation (Armed), Institution-based - Bus Familiarization Training, and obtaining Commercial Driver's License (CDL) or CDL Permit prior to being sent to FLETC by the Agency. State and local corrections employees are admitted by the BOP on a space-available basis.

Program Title: CRIMINAL INVESTIGATOR TRAINING PROGRAM (CITP)

Program Description: The CITP provides basic and fundamental training in the techniques, concepts, and methodologies of conducting criminal investigations. The CITP underwent a full Curriculum Review Conference (CRC) in August 2005. As a result of the CRC, the CITP has been revised. The new program was piloted in July 2006 and the new curriculum was implemented for all classes in January 2007. The continuous CRC process ensures that trainees have the best and most current training consistent with developing the knowledge, skills and abilities necessary to perform as Criminal Investigator/Special Agents.

Lecture, laboratories, practical exercises, and tests are used to ensure that each trainee acquires all of the critical knowledge, skills and abilities required of a new criminal investigator. Throughout the program, trainees participate as members of a small task force in a continuing case investigation, utilizing newly learned skills to develop a case, write and execute search warrants, write a criminal complaint, obtain an indictment, arrest a defendant, and testify in court proceedings as part of the task force investigation exercise.

As part of the program, trainees are mentored by Continuing Case Investigation Coordinators. Training topics include: interviewing, surveillance, report writing, operational planning, legal training, physical techniques and conditioning, tactical training, firearms, physical evidence, emergency response driving, undercover operations and other courses that provide essential knowledge, skills and abilities needed by a new Federal criminal investigator.

Length of Training: 56 days, consisting of 462 training hours.

Prerequisites for Attendance: The training program is designed for full-time GS-1811 Criminal Investigators from FLETC Partner Organizations. Partner Organizations may, however, request that a law enforcement employee who is not a GS-1811 Criminal Investigator be permitted to attend the program if the agency believes that investigative training is essential for that individual employee. The Program Manager will review the request and determine whether the prospective student will be allowed to attend the training. PRIOR TO ARRIVING FOR THE TRAINING PROGRAM, all attendees must meet the employing agencies' recruitment standards as well as the FLETC's Practical Exercise Performance Requirements for the CITP.

Federal agencies who are not FLETC Partner Organizations may send students on a space-available

basis. State and local law enforcement officers may attend if sponsored by a Federal Partner Organization. Applications for attendance to all basic training programs must be submitted through the employee's supervisory channels to their agency's FLETC liaison/training officer.

**Program Title: IMMIGRATION AND CUSTOMS ENFORCEMENT DETENTION
AND REMOVAL OPERATIONS INTEGRATED (ICE_D)**

Program Description: This training program replaces the Immigration and Naturalization Service Immigration Officer Basic Training Course (IOBTC). Through this program, new Immigration and Customs Enforcement (ICE) Immigration Enforcement Agents receive training in basic law enforcement subjects, including: Immigration and Nationality laws; Detention and Removal Operation Procedures; Criminal Law; Statutory Authority; Fingerprinting; Detection and Discovery of Contraband; Interviewing; Cross-Cultural Communications; Defensive Tactics; Arrest Techniques; Baton Techniques; Officer Liability; Firearms Handling and Qualification; and Driver Techniques.

Length of Training: 61 class days

Prerequisites for Attendance: Enrollment nominations for the ICE_D must be submitted in accordance with DHS/BTS/ICE policies. The DHS establishes its own employment standards for the Immigration Enforcement Agents, and all attendees must meet the DHS recruitment standard and the FLETC's Practical Exercise Performance Requirements for the ICE_D PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

**Program Title: LAW ENFORCEMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM
(LEAITP)**

Program Description: This training is designed to enhance the teaching effectiveness of those who come to the FLETC on a less than one year detail and for those who teach only on an occasional basis. Included in the instruction is the presentation of techniques to enhance learning within an adult environment. Part-time instructors who seek organization and structure for their training sessions will benefit from this training program.

The participants will conduct a 30-minute instructional presentation using a lesson plan that they have developed, or revised, during the training program. Feedback will be given by the participants and an instructor on the effectiveness of the presentation, the inclusion of appropriate training principles and techniques.

Courses include:

- ☐ Classroom Equipment Operation
- ☐ Classroom Management Issues
- ☐ Introduction to Computer Graphics
- ☐ Learning Methodologies
- ☐ Lesson Plan Development
- ☐ Performance Objectives Development
- ☐ Presentation Skills Team Building
- ☐ Student Centered Learning
- ☐ Training Tools
- ☐ Understanding Today's Adult Learner

Length of Training: 4 class days

Prerequisites for Attendance: Members of Federal Partner Organizations. Non-Partner Federal, State and local law enforcement personnel are eligible for attendance on a space-available basis. Participants must be recommended by their supervisors, or other agency officials, and currently teaching on an occasional basis or newly assigned to be part-time instructors. A minimum of three years law enforcement experience is also required.

Program Title: LAW ENFORCEMENT INSTRUCTOR IN-SERVICE TRAINING PROGRAM (LEIISTP)

Program Description: The LEIISTP is designed to certify Senior Instructors and law enforcement Program Specialists, and to provide a means of recertifying both Lead and Senior Instructors at the Federal Law Enforcement Training Center. The program is offered approximately eight times a year to FLETC instructors and Partner Organization personnel assigned to instruct in FLETC Center Basic and Center Integrated Basic training programs. It is also open to Partner Organizations on a space-available basis.

The program incorporates a variety of electronic and traditional instructional methodologies, including computer-based training, demonstrations, discussions, group problem-solving activities, individual and team assignments, internet research, lectures, panels, and web-based training. The program provides the participants with numerous opportunities to enhance and improve their instructional skills in order to continue to conduct quality and up-to-date law enforcement training.

The LEIISTP is a five-day program (approximately forty course hours) which consists of three days of courses and one day of individual work on an independent study or collaborative team project. Day five of the program provides an opportunity for the individuals or teams to present progress reports on their independent projects.

Courses include:

- ☐ Classroom and Practical Exercise Area Equipment Operation
- ☐ Course/Program Development Process
- ☐ e-Learning
- ☐ Ethical Issues in Law Enforcement Training
- ☐ Formatting Lesson Plans
- ☐ Independent Study or Collaborative Team Project
- ☐ Instructional Systems Design CBT - Self Study
- ☐ Introduction to Accreditation
- ☐ Learning Environment Management
- ☐ Problem-Solving Models
- ☐ Student Assessment
- ☐ Student-Centered Learning

Length of Training: 5 class days

Prerequisites for Attendance: Participants must have successfully completed the Law Enforcement Instructor Training Program (LEITP). Others who desire to maintain their instructor certification,

such as Program Specialists, may also attend this program. The participants will select an independent study or collaborative team project prior to attendance and must be recommended by their supervisors or other organization officials.

Program Title: LAW ENFORCEMENT INSTRUCTOR TRAINING PROGRAM (LEITP)

Program Description: The LEITP is designed to prepare the newly appointed FLETC instructors for their role as full-time law enforcement trainers. The program is offered to members of all Federal Partner Organizations and, on a space-available basis, to Non-Partner Federal agencies, and State and local law enforcement organizations.

The program is intense, practical, and experiential in design, and presents a solid emphasis on effective student-centered learning and the role of the law enforcement instructor. Throughout the training, participants will design and instruct several sessions on subjects that are occupationally related to their assignments. Each presentation is videotaped to give the participants an opportunity to view and critique themselves. The participants also will receive constructive feedback from peers and staff members. A considerable portion of the program is devoted to the preparation and presentation of the participants' own instructional sessions.

Courses include:

- ☐ Classroom Equipment Operation
- ☐ Classroom Management Issues
- ☐ Ethical Issues in Law Enforcement Training
- ☐ Facilitation Fundamentals
- ☐ Instructional Systems Design for Law Enforcement
- ☐ Learning Methodologies
- ☐ Lesson Plan Development
- ☐ Media Overview
- ☐ Performance Objectives Development
- ☐ PowerPoint
- ☐ Presentation Skills
- ☐ Student Advisement and Guidance
- ☐ Student-Centered Learning
- ☐ Team Building
- ☐ Testing and Assessment
- ☐ Trainee Stress and Stress Management
- ☐ Training Management Division Overview
- ☐ Training Tools
- ☐ Understanding Today's Learners

Length of Training: 10 class days

Prerequisites for Attendance: Participants must be law enforcement officers/investigators responsible for instruction as a collateral duty. A participant may also be someone associated with law enforcement who may be assigned as, or designated to become, an instructor responsible for instruction as a collateral duty. Participants must be recommended by their supervisors or other organization officials.

Program Title: MARINE PATROL OFFICERS COURSE (USCGMPOC)

Program Description: This program is designed to prepare boating safety professionals to instruct fellow law enforcement officers and the public in boating safety. Also, standardize training in the maritime law enforcement arena in response to the boating public while ensuring educational efficacy in the delivery process.

General topic areas include: Educational methodologies, Field skills, Knowledge of federal regulations.

Specific topic areas include: Boating Under the Influence (BUI), Boarding Procedures, Tactical Procedures, Navigation Rules, Officer Water Survival Techniques, Boating Accident Response, Stolen Boat Identification

Length of training: 10 class days

Prerequisites for Attendance: Sworn law enforcement officer assigned to marine patrol duties

Program Title: MARITIME LAW ENFORCEMENT BOARDING TEAM MEMBER COURSE (USCGBTM)

Program Description: This program is designed to prepare Coast Guard personnel to fill the role as a member of a law enforcement boarding team. The target audience is enlisted personnel of pay grades E-2 to E-5 and junior officers with little or no law enforcement experience that are assigned to units having a law enforcement mission.

General topic areas include: Defensive Tactics Techniques, Tactical Procedures

Specific topic areas include: Basic Boarding Procedures, Administrative Inspections, an overview of Coast Guard Authority and Jurisdiction, Coast Guard Use of Force, Personnel Searches

Length of training: 10 class days

Prerequisites for Attendance:

1. Personal Qualification Standard (PQS) 1-01, Physical Fitness Requirements for Boarding Officer/Boarding Team Member
2. Trainee must have 18months remaining at unit or have orders to a unit with law enforcement mission.
3. Trainee must be evaluated by his command and certified as possessing the maturity and judgment necessary to perform law enforcement duties

Program Title: NATIONAL PARK RANGER INTEGRATED TRAINING PROGRAM (NPRI)

Program Description: This program provides training in the knowledge, skills and abilities required for National Park Service law enforcement rangers to efficiently and effectively fulfill their assignments and functions in national parks throughout the United States. Students receive training from the FLETC and the NPS staff. Courses include: Crowd Control, Patrol Procedures, Criminal Law, Report Writing,

Hostage Situations, Communications, Stress, Narcotics, Officer Safety and Survival, Firearms, Driver, and Physical Training.

Length of Training: 85 class days

Prerequisites for Attendance: The NPS sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the NPS to FLETC for training. Attendees must meet the NPS recruitment standards and FLETC's Practical Exercise Performance Requirements for the NPRI PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: NATURAL RESOURCES POLICE TRAINING (NRPT)

Program Description: This program provides entry-level training for Federal land management law enforcement rangers who are assigned to patrol duties in urban, rural or isolated areas. Agencies include the: U.S. Forest Service, U.S. Fish and Wildlife Service, Tennessee Valley Authority, National Marine Fisheries Service and Bureau of Land Management.

Lectures, laboratory experiences, and practical exercises are oriented toward law enforcement rangers who work in a land management environment. Subjects include: Interviewing and Communications, Officer Safety and Survival, Constitutional Law, Civil Rights, Firearms, Physical Techniques, Driving, Rural Surveillance, Drug Investigations, Natural Resource Violations, and other basic law enforcement subjects. Personnel attending this program are employed primarily as cultural and natural resource protectors with law enforcement responsibilities and authority. Training is provided by FLETC staff personnel and instructors detailed from various land management Partner Organizations.

Length of Training: 81 class days

Prerequisites for Attendance: Each Partner Organization sets its standards in recruiting employees. After the individuals have been selected, they are sent by that organization to the FLETC. Students must be certified in Cardiopulmonary Resuscitation (CPR) by either the American Heart Association or the American Red Cross PRIOR to being enrolled at FLETC. Attendees must meet their Agency's recruitment standards and FLETC's Practical Exercise Performance Requirements for the NRPT PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: PRACTICAL EXERCISE EVALUATORS TRAINING PROGRAM (PEETP)

Program Description: The PEETP is designed to prepare the instructor with necessary information to be an effective and informed evaluator. The PEETP incorporates many of the instructional methodologies including discussions, demonstrations, lectures, role playing and practical exercises. All of the information necessary for an instructor to evaluate practical exercises will be presented in this course.

Courses include:

- ☐ Arrest/Handcuffing/Search
- ☐ Behavioral Science Overview
- ☐ Crime Scene Investigation
- ☐ Firearms Policy
- ☐ Legal Aspects
- ☐ Officer Safety and Survival
- ☐ Practical Exercises

- ☐ Radio/Report Writing/NCIC
- ☐ Role of the Evaluator
- ☐ Score Sheet Evaluations
- ☐ Unified Training Principles
- ☐ Vehicle Stops

Length of Training: 5 class days

Prerequisites for Attendance: The PEETP primarily is available to the Federal Law Enforcement Training Center instructional staff and Partner Organizations.

Program Title: TRANSPORTATION SECURITY ADMINISTRATION BASIC TRAINING PROGRAM (TSA-BTP)

Program Description: This program provides a study of the basic law enforcement knowledge, skills and abilities that a new officer/agent must understand and/or be able to perform upon employment in a Federal Law enforcement organization. Before receiving a certificate of graduation, entry-level TSA personnel will be required to attend two programs: the TSA-BTP and either the TSA Transportation Enforcement Officer Training Program (TSA-TEOTP) for uniformed officers, or the TSA Special Agent Training Program (TSA-SATP) for the Special Agents prior to receiving a certificate of graduation. Entry-level personnel will not attend the TSA Special Skills Training Program (TSA-SSTP). Officers/ Agents receive instruction in a variety of basic law enforcement subjects and participate in laboratory and practical exercises. Training is provided by the FLETC staff personnel and instructors from the Partner Organization.

Length of Training: TSA-BTP – 23 Days
 TSA-TEOTP – 24 Days
 TSA-SATP – 28 Days

Prerequisites for Attendance: The Transportation Security Administration sets its standards in recruiting employees. After the individuals have been selected, they are sent by the TSA to FLETC for training. Attendees must meet the TSA recruitment standards and FLETC's Practical Exercise Performance Requirements for the TSA-BTP PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: UNIFORM POLICE TRAINING PROGRAM (UPTP)

Program Description: This program provides training in the basic law enforcement knowledge, skills and abilities that a new Federal officer must understand and/or be able to perform in the first two years on the job. Officers receive instruction in a number of areas, including: Officer Safety and Survival, Communications and Interviewing, Criminal Law, Detention and Arrest, Narcotics, Dynamics of Terrorism, VIP Protection, Physical Security, Firearms, Physical Techniques, and Driver Training.

Length of Training: 50 class days

Prerequisites for Attendance: Each Partner Organization sets its standards in recruiting new employees. After the individuals have been selected, they are sent by that organization to the FLETC. Attendees must meet their Agency's recruitment standards and FLETC's Practical Exercise Performance Requirements for the UPTP PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: UNITED STATES BORDER PATROL INTEGRATED TRAINING PROGRAM (USBPI)

Program Description: This program is used exclusively to train new USBP Agents. Courses are taught jointly by FLETC and USBP staff instructors.

General topical areas include: Communications, Interviewing, Report Writing, Forensics, Constitutional Law, Criminal Law, Firearms, Physical Training, Driver Training, and other basic police subjects.

Specialized topical areas include Immigration Law, Department of Homeland Security procedures, and Spanish language training.

Length of Training: 91 class days

Prerequisites for Attendance: Attendees must meet the DHS recruitment standards and FLETC's Practical Exercise Performance Requirements for the USBPI PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: UNITED STATES COAST GUARD BASIC BOARDING OFFICER COURSE (USCGBBOC)

Program Description: This course is a competency-based program that prepares Coast Guard personnel for their roles as maritime law enforcement officers. The program is designed to provide a foundation in applicable legal concepts, stressing "hands on" practical experience in maritime boarding procedures. Emphasis is placed on teamwork, officer safety, and practical exercises. The course is designed to benefit Coast Guard personnel assigned to marine law enforcement duties and requires knowledge of basic maritime concepts. The course focuses on improving performance and reinforcing those skills and behaviors that will lead to superior performance in the field.

General topic areas include: Legal Concepts, Teamwork, Officer Safety

Specific topic areas include: Law, Use of Force, Regulations, and Boarding Procedures

Length of training: 28 class days

Prerequisites for Attendance:

- (1) Member is within maximum allowable weight in accordance with *Allowable Weight Standards for Coast Guard Military Personnel*, COMDTINST M1020.8 (series)
- (2) Member has satisfactorily completed Task 1-01 (annual physical fitness standards) of the *Boarding Officer/Boarding Officer Team Member Personnel Qualification Standard (PQS)*, COMDTINST M16247.3 (series).
- (3) Member has satisfactorily completed Task 1-02 (semi-annual M9 weapons qualifications including the Judgmental Pistol Course) of the *Boarding Officer/Boarding Officer Team Member Personnel Qualification Standard (PQS)*, COMDTINST M16247.3 (series).
- (4) Member has either 18 months remaining at current unit or has orders to a unit with the expectation that the member will be serving in a law enforcement capacity.
- (5) Member possesses, in the opinion of the CO/OIC, the requisite judgment, maturity, attitude, and aptitude to serve as a Boarding Officer.

Program Title: UNITED STATES MARSHALS SERVICE INTEGRATED TRAINING PROGRAM (USMSI)

Program Description: This program is used exclusively to train new USMS Inspectors. Courses are taught jointly by FLETC and USMS staff instructors.

General topical areas include: Report Writing, Constitutional Law, Criminal Law, Firearms, Physical Training, Driver Training, Prisoner Transportation and Handling, Arrest Techniques, and other basic police subjects.

Length of Training: 36 class days

Prerequisites for Attendance: The USMS sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the USMS to FLETC for training. Attendees must meet the USMS recruitment standards and FLETC's Practical Exercise Performance Requirements for the USMSI PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

Program Title: UNITED STATES PARK POLICE INTEGRATED TRAINING PROGRAM (USPPI)

Program Description: This program provides training in the critical knowledge, skills and abilities needed by new USPP officers in order to efficiently and effectively fulfill their assignments and functions in law enforcement for the first two years on the job. Students receive approximately 75% of their training from the FLETC staff. Courses include: Crowd Control, Patrol Procedures, Criminal Law, Report Writing, Hostage Situations, Communications, Stress, Narcotics, Officer Safety and Survival, Firearms, Driver and Physical training. The U.S. Park Police (USPP) staff provides the remaining 25% of the training in this program.

Length of Training: 90 class days

Prerequisites for Attendance: The USPP sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the USPP to FLETC for training. Attendees must meet the USPPI recruitment standards and FLETC's Practical Exercise Performance Requirements for the USPPI PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.

AGENCY ADVANCED TRAINING PROGRAMS

Many FLETC Partner Organizations have specialized training needs unique to their own agencies; as a result, they conduct advanced training programs at the FLETC, using their own instructional staff. For that purpose, more than 20 of the Partner Organizations have training offices and staff at the FLETC to conduct and support such training. FLETC provides logistical support and facilitates all agency-specific training.

The FLETC staff schedules the training facilities; feeds, houses, and transports the students; and provides instructional support on request.

For specific information about programs conducted at the FLETC by Federal organizations for their own personnel, refer to the listing beginning on page 9. If your agency is not listed, contact:

Division Chief
Training Management Division
Federal Law Enforcement Training Center
1131 Chapel Crossing Road
Townhouse 382
Glynco, GA 31524
Telephone: (912) 267-2588
Facsimile: (912) 267-2805

NATIONAL CENTER
FOR STATE AND LOCAL
LAW ENFORCEMENT TRAINING



NATIONAL CENTER FOR STATE AND LOCAL LAW ENFORCEMENT TRAINING

The National Center for State and Local Law Enforcement Training, an office of the Federal Law Enforcement Training Center, was established in 1982 to provide you, as a law enforcement leader, a consolidated training resource. For over 20 years, the National Center has continued its tradition of “Training America’s Finest”, and its mission is to provide state, local, campus and tribal law enforcement officers with advanced training at *low or no tuition cost*.

Law enforcement officers today face challenges never before confronted in the law enforcement community. Not only are they confronted with the everyday problems of policing, such as drugs and domestic abuse, they face the serious task of protecting our homeland. All of this must be accomplished with limited resources, which is why the National Center for State and Local Law Enforcement Training delivers tuition-free training across America.

The National Center exports many of its training programs to the location where it is needed, and delivers programs through telecasts and the internet. The National Center regularly reaches out to small town and rural areas where, in many cases, training is not available. This office provides a broad spectrum of training in areas to include:

- ☐ Anti-terrorism Intelligence
- ☐ Domestic Violence
- ☐ Drug Enforcement
- ☐ First Responder
- ☐ Hate and Bias Crimes
- ☐ Police Problem Solving

Many of the National Center's programs are train-the-trainer, so each agency that sends a student to these programs continually benefits from the training. The National Center provides a resource kit to the instructor with all items necessary to conduct the training. Also, these programs are designed in a series of modules that can be adapted to fit whatever training timeframe is available to the state and local office providing the training. Training program descriptions are included below.

For more information on the National Center’s programs and the current training schedule, log onto its website at www.fletc.gov/osl or call the toll free number 1-800-743-5382. For a periodic update on its training initiatives and programs, visit this website and register for its training bulletin.

In addition to the National Center’s tuition-free training programs, state and local law enforcement officers may attend advanced training programs delivered by the Federal Law Enforcement Training Center (FLETC) on a space-available basis. These programs are tuition-based; however, the tuition may be partially or wholly subsidized on a case-by-case basis. Please refer to the FLETC’s advanced program descriptions throughout this catalog or go to www.fletc.gov/osl/advanced.htm for details and a listing of additional classes offered under this program.

The National Center staff also conducts training needs assessments to research training requirements in the

law enforcement community. Through partnerships it has formed with law enforcement associations, such as the National Sheriff's Association (NSA), International Association of Chiefs of Police (IACP), Peace Officer Standards and Training (POST) offices, and training academies, the National Center actively pursues ways to broaden its scope of support. The National Center partners with over 80 federal agencies, acting as a conduit to identify existing federal training expertise available to meet state, local, campus and tribal law enforcement training needs. If you need specialized training, contact the National Center and this office will assist you in locating the appropriate training or it may be able to develop it.

National Center Training Program Descriptions

Anti-Terrorism Intelligence Awareness Training Program (AIATP)

The AIATP is a 1-day (8 hour) introductory awareness program designed to provide line officers and first-line supervisors with a working knowledge of the criminal intelligence process and applicable laws, guidelines, policies, tools and techniques. Knowledge gained in this course will aid in the detection of pre-incident indicators related to terrorist activity in the community that may be encountered during the course of their law enforcement duties. A portion of this training program is region-specific. Please review the training schedule and apply for a program in your area.

Domestic Violence Training Program (DVTP)

This 5-day train-the-trainer program is designed to increase the effectiveness of experienced law enforcement officers in reporting and investigating domestic violence crimes. The primary program focus is on officer/victim safety and offender accountability. Participants return to their respective jurisdictions with all the necessary training aids to set up in-service training of domestic violence crimes.

Drug Enforcement Training Program (DETP)

The DETP is designed as a 5-day train-the-trainer program to teach drug enforcement applications for presentations to officers in rural jurisdictions. Trainers are provided detailed program guide, student handouts, instructional aids, and suggested practical exercises where applicable.

Drug Law Enforcement School for Patrol Officers (DLESP)

The DLESP is a 2-day program which provides updated training to police officers and sheriff's deputies to help law enforcement officers detect drug-related crime and activity in their streets and communities. The DLESP trains officers in development of reasonable suspicion and probable cause, offers suggested measures on how to respond to their observations and to develop a drug case toward a successful resolution. This program is not intended to teach highway interdiction techniques but is intended to supplement other interdiction-related training programs.

Drug Task Force Supervisor School (DTFSS)

The DTFSS is a 5-day program that addresses the operation of multi-jurisdictional rural crime and drug enforcement task forces. Courses include management and supervision of a task force, memoranda of understanding, asset forfeiture and sharing, task force funding and budgeting, standard operating procedures for task forces, liability and risk management, operational concerns, and use of deadly force. In particular, the DTFSS program will have a direct nexus to the federal funds expended for the more than 900 drug task forces paid for through the Byrne Memorial Fund, Bureau of Justice Assistance (BJA).

Effective Policing Problem Solving Training Program (EPPSTP)

The EPPSTP is a 2-day program designed to empower law enforcement officers with the tools necessary to solve police problems rather than just react to the harmful consequences of them. These strategies have proven to be effective for small town and rural, as well as large metropolitan police agencies.

First Responder Training Program (FRTTP)

The FRTTP is a 3-day program designed to address the first response of law enforcement personnel to major incidents. The incident responses covered within this program range from criminal acts to natural disasters. This program utilizes lessons learned from previous major incidents that have occurred nationally. The after-action reports from many of these incidents have identified specific areas of need and concern for law

enforcement agencies. The FRTP will provide guidelines and resources that can be considered for future responses by law enforcement personnel to major incidents.

Gang Resistance Education and Training (GREAT)

The Gang Resistance Education and Training (G.R.E.A.T.) Program is a school-based, life-skills competency program that is taught by uniformed police officers. The G.R.E.A.T. Program is designed to enable youth to develop positive attitudes toward police officers, avoid conflicts, be responsible, set positive goals and resist peer pressure. Teaching our youth the basic life skills will result in nonviolent behavior.

Hate and Bias Crimes Training Program

The HBCTP is a 4-day train-the-trainer program. Experienced law enforcement trainers are instructed how to improve the effectiveness of their agencies in reporting, investigating, and prosecuting hate and bias crimes. Participants return to their respective jurisdictions with all the necessary training aids to set up in-service training on hate and bias crimes.

For further information, please contact:

Director, National Center for State and Local Law Enforcement Training
1131 Chapel Crossing Road
Townhouse 393
Glynco, Georgia 31524
Toll Free Telephone 1-800-74FLETC
Facsimile Number 912-267-2894 or
email address stateandlocaltraining@dhs.gov
web address www.fletc.gov/osl

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